
Office Services & Events Assistant (Buckhead)



3340 Peachtree Rd NE Ste 2900, Atlanta, GA 30326

Responsibilities:

- Performs copy and printing projects of requestors. Distributes to requesting recipients.
- Provides receptionist support during scheduled breaks and lunch hours; also supports reception station if the receptionist is on vacation or leave.
- Manages kitchen and office supply inventories; stocks supply rooms and refrigerators. Stocks photocopier machines with supplies; maintains relationship with office machine supply vendors, orders necessary supplies and calls in service when necessary.
- Opens and distributes all interoffice and external mail, including learning the basics of iManage to identify who/where items should be distributed to; works with local US Postal Service, UPS and FedEx to track mail and packages; and takes large registered mail filing projects to the US Postal Service as needed.
- Assists with set up and break down of conference rooms for meetings. This includes setting up office supplies and food items, when necessary.

Qualifications:

- High School Diploma or GED Certification with two years' prior experience in an office services, food service or facilities environment.

Apply Online at: <https://tinyurl.com/yn2ztcgt>

Source: Indeed

Visitor Management Representative (Sandy Springs)

**NORTHSIDE
HOSPITAL**

1000 Johnson Ferry Rd NE, Atlanta, GA 30342

Responsibility for effectively operating the Visitor Management system and processing all visitors into the facility in accordance with established processes and procedures.

Qualifications:

- One year in a healthcare or customer service related field preferred or equivalent combination of education and experience.
- Ability to use a computer and proficiency in Microsoft Office suite

Apply Online at: <https://tinyurl.com/yub23ovs>
Source: Employer Website

Operations Assistant (Alpharetta)



1009 Mansell Rd Ste C2, Roswell, GA 30076

In addition to the operations assistant responsibilities, you will also assist in the entire functions of the office including but not limited to scheduling technicians and salesman, communicate with customers on a regular basis about their projects, collecting deposits, final payments, and answering incoming phone calls.

- Coordinate internal resources and third parties/vendors for the flawless execution of projects
- Ensure that all projects are delivered on-time
- Ensure resource availability and allocation
- Collect all open balances from customers at the end of the job

Qualifications:

- -Solid understanding of Microsoft Windows, Email, Excel, Word, etc.
- -High Diploma or greater
- -Customer Service background preferred

Apply Online at: <https://tinyurl.com/yp54ejty>

Source: Indeed

Touring Associate (Sandy Springs)



1160 Johnson Ferry Rd NE, Sandy Springs, GA 30342

As a multi-site Touring Associate, you connect with future residents, identify their wants and needs, and secure lease agreements for a multi-million-dollar, multifamily apartment home community.

- Discover future residents' needs, show them around your community's amenity areas and model homes, and highlight all the benefits that will make them want to call your community home
- Brag about your community's unique features and benefits - and highlight what sets it apart from the competition
- Understand that choosing a place to live is a big decision and that each customer will have their own set of concerns and non-negotiables to work through.

Qualifications:

- Bachelor's degree or equivalent industry/customer service experience required

Position requires serving multiple communities from a central location

The pay range for the position is \$15-23/hour; this position is eligible for monthly commission

Apply Online at: <https://tinyurl.com/y1tbj3ht>

Source: Employer Website

Administrative Assistant (Roswell)



80 Mansell Ct E, Roswell, GA 30076

Responsibilities:

- Greets visitors and provides tours of the center.
- Serves as liaison between the center manager and center staff, general public and outside representatives.
- Accurately and clearly convey directives, assignments, and instructions and other information from the Center Manager to the center staff as directed.
- Assists center management with scheduling substitute teaching staff.
- Prepares routine correspondences.
- Assist in set up for meetings and conferences.
- Efficiently operates phone system, copier, computer and fax (all office equipment).
- Prepares center newsletter.
- Proofreads and edits reports and other documentation to ensure accuracy and completeness.
- Records and prepares meeting minutes
- Maintains accurate organized and accessible center files for staff, children and appropriate documents for licensing, accreditation, etc.

Qualifications:

- High School Diploma or equivalent and four (4) years of professional, administrative experience required or An Associates Degree or Bachelor's degree in Business Administration or a related field from an accredited college or university and one (1) year of administrative experience.

Apply Online at: <https://tinyurl.com/yng4ssl9>

Source: Employer Website

Guest Services Associate PT (Sandy Springs)

EMORY
HEALTHCARE

Saint Joseph's Hospital

5665 Peachtree Dunwoody Rd, Atlanta, GA 30342

Provides a welcoming and supportive environment for all people entering assigned areas. Provides paging for emergency situations. Greets and acknowledges all patients, guests and employees entering facilities with a smile and appropriate salutation (good morning, good afternoon, good evening). Provides wayfinding information to all guests, including specifics directions to each department within the facility. Communicates services and capabilities of each facility. Responds to incoming calls for directions and related information promptly, effectively, courteously. Provides coverage as needed for the front desk and lobby. Maintains, rearranges, orders, and waters flowers for lobbies and other designated areas. Maintains bulletin boards. Monitors the magazines and lending library. Disburses refunds for the vending machines. Issues tokens and valet parking passes when necessary. Maintains lost and found. Provides paging in emergency situations. Provides information in person regarding patients, staff, and hospital activities to callers or guests. Maintains community information that may be of interest to guests including local restaurants, hotels, banks, transportation, special events, tourist attractions and special events in Atlanta, shuttles, MARTA schedules, etc.

Qualifications:

- A high school diploma or equivalent.

7am-7pm, Saturday and Sunday

Apply Online at: <https://tinyurl.com/ysb8zbyk>

Source: Indeed

Administrative Assistant (Roswell)

JACKSON Acura

10900 Alpharetta Hwy, Atlanta, GA 30076

Responsibilities:

- Answer calls on a multi-line telephone system in a courteous, professional manner
- General office work such as posting accounting entries, scanning, filing, billing, and data entry as needed
- Screen and forward calls, relay accurate messages
- Process tags and titles
- Agility to field customer inquiries
- Perform other clerical and management support duties as assigned

Qualifications:

- Previous customer service, clerical, or administrative experience
- Dealership experience is a plus!
- Proficient with Microsoft Excel and Word

Apply Online at: <https://tinyurl.com/yrys9yo7>

Source: Employer Website

Processing Coordinator – Checks (Sandy Springs)

SAFE-GUARD®
Products International

Two Concourse Pkwy #500, Atlanta, GA 30328

The Processing Coordinator will ensure that checks and letters are mailed out timely to our clients and will also handle incoming mail, generate reporting, and document actions taken.

- Check pick ups from accounting
- Audit checks to ensure there are no financial impacts to the customer, client, or Safe-Guard
- Ensure checks and letter correspondence match
- Handle check pulls and expedited mailing services
- Ensure timely mailing of checks and letters
- Generate reporting timely
- Document steps taken and attach when necessary
- Handle incoming mail
- Continuous follow-up on rejected checks request and/or checks that need to be mailed
- Complete voids, stop-pay request and manual check request when needed

Qualifications:

- High School Diploma or equivalent
- 1 year minimum of related work experience
- Strong computer skills with the ability to understand proprietary policy service modules
- Proficient in Windows and MS-Office (Excel, Outlook)

Apply Online at: <https://tinyurl.com/2xesff4k>

Source: Employer Website

Sales Coordinator PT (Roswell)



1075 Holcomb Bridge Road, Roswell, GA 30076

In this role, you will be responsible for providing administrative and clerical support to Sales Managers in the hotel's continuing effort to deliver outstanding guest service and financial profitability. Responsibilities include, but are not limited to; assisting and responding to guests requests in a timely, friendly and efficient manner. Perform word-processing, typing, e-mailing, data-entry, filing, faxing, copying, and processing mail. Performing other general office duties and assist with special projects, as needed.

Qualifications:

- Bachelor's degree from a four year college or university; or equivalent combination of education and experience.
- One to two years in related experience and/or training.

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

\$18 an hour

Apply Online at: <https://tinyurl.com/yo7zrmjc>

Source: Indeed

Receptionist (Alpharetta)



178 S Main St Unit 300, Alpharetta, GA 30009

We are looking for a receptionist to join our team! The individual will work directly with our attorneys, performing a variety of administrative support duties and will be responsible for coordinating new client engagement.

- 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
- Knowledge of general office practices
- Previous experience with Microsoft Office software preferred

Apply Online at: <https://tinyurl.com/yn5etdxd>

Source: Indeed

Seasonal Event Ambassador - Guest Services (Dunwoody)



1040 Crown Pointe Parkway, Dunwoody, GA 30338

Responsibilities:

- Handle all guest interactions with the highest level of hospitality and professionalism, accommodating special requests whenever possible
- Resolves customer complaints; assists customers in all inquiries in connection with site services, hours of operations, directions, etc.
- Checks in/out guests in an efficient and friendly manner
- Report maintenance or equipment problems to appropriate personnel

Qualifications:

- High school diploma or equivalent
- Minimum of 1 year of customer service experience

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

Source: Indeed

Front Desk Receptionist / Mail Clerk PT (Perimeter)



ABM Industries Inc.

4151 Ashford Dunwoody Road, Atlanta, GA 30319

Responsibilities:

- Greet, assist, offer refreshments and/or direct visitors to appropriate staff member and/or meeting room and contact appropriate staff member regarding visitor arrival as needed.
- Operate telephone front desk phone in answering, screening, forwarding calls, providing information, taking messages and/or scheduling appointments.
- Monitor the use of pantry supplies, equipment, order supplies and maintain adequate inventory.
- Maintain spaces in a neat and clean condition in conjunction with Day Matrons and Evening Janitorial.
- Receive and deliver mail, log packages and process deliveries.

Qualifications:

- High School Diploma or GED required
- 3+ years of related front desk, admin., mailroom experience required
- Intermediate (i.e. Word, Excel, Outlook)

Apply Online at: <https://tinyurl.com/yop95kjr>

Source: Employer Website

Reception (Buckhead)



3384 Peachtree Rd NE, #500, Atlanta, GA 30326

Responsibilities:

- Greet clients and visitors for scheduled appointments or meetings.
- Answer multi-line phone system with accuracy.
- Receive and screen visitors and telephone calls
- Direct new client calls to the Intake Department.
- Transfer existing client calls to corresponding Legal Assistants.
- Document client calls into Filevine for client record keeping.
- Maintain employee and department directories.

Qualifications:

- High School Diploma or equivalent required.
- 5+ years receptionist or relevant experience in a high-volume call environment.
- Experience with Microsoft Office Suite and Outlook.

Apply Online at: <https://tinyurl.com/ytbvno56>
Source: Indeed

Front Office Coordinator PT (Chamblee)



5211 Peachtree Blvd #200, Chamblee, GA 30341

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.
- Maintains business office inventory and equipment by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies; liaising with Office Manager re: scheduling equipment service and repairs.

Qualifications:

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

\$18.00 - \$25.00 per hour

Apply Online at: <https://tinyurl.com/yn73wcb9>

Source: Indeed

Receptionist (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/ym5kqpeh>

Source: Indeed

Office Coordinator (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.

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/2x9y3mgd>

Source: Employer Website

Receptionist PT (Chamblee)



5675 Peachtree Industrial Blvd, Atlanta, GA 30341

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/yrcttn45>

Source: Employer Website

Sales Coordinator (Buckhead)



Hotel Colee, Atlanta Buckhead, Autograph Collection

3377 Peachtree Road NE, Atlanta, GA 30326

Provide clerical/administrative support to Directors and Sales Managers in coordinating and disbursing information relating to sales and service.

- Responsible & Managing reservations for group and business travel. Preparing rooming lists, revising existing reservations, building group blocks in the PMS as needed. Communicating to external customers any communication deemed necessary by the event service managers.
- In the absence of the Sales/Event Managers conduct site inspections with potential customers, visiting guest rooms, meeting space and banquet facilities, as well as other hotel facilities.
- Data entry using CI, Microsoft Word and Excel.
- Copying and distributing of internal/external letters, forms, bookings, contracts, resumes, room lists, schedules, and mail. E-mail correspondence directed by managers as needed. Filing, faxing, and distribution of incoming/outgoing mail. Answer telephone and assist internal and external guests with requests.

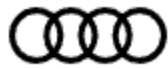
Qualifications:

- Requires a minimum of two years of experience in guest contact areas of the hospitality industry. Hotel experience preferred. Must have one-year previous experience as administrative assistant in related field preferred.
- Proficiency in the use and operation of computer systems: Word, Excel, PowerPoint, and other systems (i.e., Access, Outlook, and other relevant programs).

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

Source: Indeed

Body Shop Clerk (Roswell)



Audi North Atlanta

11505 Alpharetta Highway, Roswell, GA 30076

Responsibilities:

- Greet customers as they arrive in a pleasant and professional manner
- Direct customers to the resources that will best meet the customers needs
- Answer incoming phone calls in a prompt, polite, and professional manner
- Screen calls and direct to the appropriate party, and/or obtain enough information to allow for follow-up that is convenient for the customer
- Receipt and record cash, checks, and credit card payments from customers
- Reconcile cash drawer daily, as directed by the accounting office
- File repair orders as needed
- Open and close repair orders for all incoming and outgoing vehicles in a timely manner

[No qualifications specified in ad.]

Apply Online at: <https://tinyurl.com/ym7fqly5>

Source: Indeed

Administrative Coordinator (Sandy Springs)



1100 Altmore Dr, Sandy Springs, GA 30342

Responsibilities:

- Provide administrative support in area of typing correspondence, memos and reports.
- Reviews clerical and personnel records to ensure accuracy, completeness, and timeliness.
- Prepare activities reports for guidance of management.
- Researches and develops resources that create timely and efficient workflow.
- Maximize office productivity through proficient use of appropriate software applications.
- Identifies administrative needs and develops appropriate solutions or recommendations.
- Answers inquires, uses discretion handling difficult calls and routes calls to appropriate individual.
- Compile and type statistical reports.
- Maintains calendar(s) for the supervisor and/or department
- Maintains contact with customers and outside vendors

Qualifications:

- High School Diploma Required or Equivalent Required
- 3 year's experience required.

\$16.65 - \$27.36 an hour

Apply Online at: <https://tinyurl.com/ywz2hwm6>

Source: Indeed

HR Coordinator (Buckhead)



3438 Peachtree Rd NE #1800, Atlanta, GA 30326

Responsibilities:

- Facilitate assessment process
- Serve as point of contact for candidates and ensure exceptional experience
- Manage and follow through on candidate expense reimbursement
- Coordination of offer letter and packet
- New Hire preparation (Desk setup, equipment, systems, and payroll setup)
- Respond to inquiries regarding policies, procedures, and programs
- Coordinate exit process and paperwork (separation paperwork, system access notification)
- Organizational chart coordination and maintenance
- Assist in Verification of Employment form completion as needed

Qualifications:

- Bachelor's Degree
- Exceptional skills in MSOffice (Word, Excel, PowerPoint)
- 1-2 years of previous HR or related experience preferred

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

Source: Indeed

Office Manager (Alpharetta)



Cady Studios

10700 State Bridge Rd Suite 9, Johns Creek, GA 30022

This dual role encompasses a wide range of responsibilities, including administrative support, office management, and personnel-related tasks.

- Direct and coordinate administrative services in the office, including Microsoft Office (WORD, Excel, PowerPoint), reports, mail/post office, and appointments.
- Keep office supplies stocked and order as needed.
- Answer incoming calls, greet guests, and handle reception duties.
- Coordinate with vendors for repair requests, handle filing, faxing, scanning, and mail distribution.
- Order office supplies and maintain cleaning supplies.
- Nurture relationships with employees, existing and potential customers

Qualifications:

Adept with technology and can effectively use various software tools.

Apply Online at: <https://tinyurl.com/yps5aa4f>

Source: Indeed

Food Service, Housekeeping, & Other Now Hiring – Week of 11/19/23

Donation Attendant (Roswell)

From \$15.50 an hour

North Fulton Community Charities / 11275 Elkins Road, Roswell, GA 30076

<https://tinyurl.com/ynu7dbzr>

Sales Associate/Cashier PT (Chamblee)

\$14 - \$16 an hour

St Vincent de Paul Georgia / 5463 Peachtree Rd Ste A, Chamblee, GA 30341

<https://tinyurl.com/yndz445u>

Custodian (Alpharetta)

\$16.50 an hour

Phase Family Center / 12150 Morris Road, Alpharetta, GA 30005

<https://tinyurl.com/yogltrpj>

Cashier/Customer Service (Perimeter)

\$15 - \$20 an hour

Anna's Kitchen / 6 Concourse Pkwy, Atlanta, GA 30328

<https://tinyurl.com/yuvaf95t>

Crew Worker (Roswell)

\$14.86 - \$19.30 an hour

City of Roswell

<https://tinyurl.com/yop5de88>

Housekeeper (Buckhead)

\$15 - \$16 an hour

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

<https://tinyurl.com/yr2cxu4m>

PT Retail Merchandiser / Grader (Buckhead)

\$13.00/HR

Goodwill / 3906 Roswell Road, Atlanta, GA 30342

<https://tinyurl.com/yryxsr3>

Food Service, Housekeeping, & Other Now Hiring – Week of 11/19/23

Driver / Bellman (Perimeter)

\$15 an hour

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

<https://tinyurl.com/yw4mk4c3>

Environmental Services Technician - 7a-3:30p (Sandy Springs)

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

<https://tinyurl.com/yvf4nsp3>

Team Member (Buckhead)

\$12 - \$14 an hour

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

<https://tinyurl.com/ynwjg5ss>

Food Runner (Roswell)

\$15 an hour

St. George Village / 11350 Woodstock Rd, Roswell, GA 30075

<https://tinyurl.com/ytu6bfgm>