
Data Entry Clerk (Alpharetta)

NUROCK

NuRock Management

800 North Point Pkwy Suite 125, Alpharetta, GA 30005

Responsibilities:

- Thorough review of applications submitted for completeness and inclusion of required supporting documents.
- Running credit and criminal background checks using LexisNexis to quickly turn qualified applicants into residents.
- Update and send out tracking report at the end of each business day to notify properties of approved and disqualified applications.
- Mail out DQ letters daily to applicants that do not meet resident selection criteria.

Qualifications:

- Microsoft Office knowledge
- Onsite property management software experience a plus

Monday to Friday

Apply Online at: <https://tinyurl.com/ynqs24s>

Source: Indeed

Front Desk Associate (Alpharetta)



11770 Haynes Bridge Rd Suite 205-326. Alpharetta, GA 30009

We are looking for a sociable individual to handle all communications between clients and our company, create and send proposals, schedule appointments, invoice, and collect payments.

Qualifications:

- Four-year degree from a known University is helpful

Monday, Friday: 9-6, Tuesday - Thursday: 9-5.

\$20 - \$24 an hour

Apply Online at: <https://tinyurl.com/ypsp46y8>

Source: Indeed

Seasonal Receptionist - Jan-April (Alpharetta)



11175 Cicero Dr #300, Alpharetta, GA 30022

Responsibilities:

- Receptionist and phone responsibilities
- Promote and maintain positive public relations with visiting colleagues, vendors and clients.
- Office clean-up and organization
- Supplies and vendor support
- Mail distribution and bank deposits
- Trouble-shoot software and equipment, including printers and copiers
- Assist with events and lunches
- Execute paper and electronic tax return processing and all related tasks
- Ensure client data integrity and document storage
- Scan and upload client tax source documents
- Bill clients

Qualifications:

- Excellent working knowledge of computers and advanced computer software skills including high proficiency in Microsoft Office Suite.

<https://tinyurl.com/ykelb36m>

Source: Employer Website

Retail Office Assistant PT (Alpharetta)



6551 North Point Parkway, Alpharetta, GA 30022

Rooms To Go is hiring an Outlet Office Assistant to work in the offices of our Outlet stores. Outlet 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:

- Over six months of relevant experience preferred
- Computer navigation skills, general computer knowledge, and MS Office understanding

\$14 - \$16 an hour

Apply Online at: <https://tinyurl.com/yrh93r59>

Source: Employer Website

Office Assistant / Social Media (Chamblee)



3291 Laventure Dr, Chamblee, GA 30341

Responsibilities:

- Develop and implement social media strategies to increase brand awareness and engagement
- Create and curate engaging content for various social media platforms
- Monitor social media channels for customer inquiries, comments, and feedback
- Answering phones
- Service/Warranty follow up and scheduling
- Responding to customers
- Assisting Office Manager

Qualifications:

- Computer literacy, including proficiency with social media platforms and scheduling tools
- Experience in administrative or office roles

\$17.52 - \$20.00 an hour

Apply Online at: <https://tinyurl.com/yw7d5lb8>

Source: Indeed

Administrative Assistant (Chamblee)



2971 Flowers Rd S # 151, Chamblee, GA 30341

Responsibilities:

- Answer legal phone lines, emails, and general questions
- Verify membership, gather data, check conflicts database, and distribute calls to attorneys
- Assist staff attorneys in maintaining records of legal calls and uploaded documents
- Disperse Legal Department mail
- Process in accounting software miscellaneous invoices associated with the Legal Department
- File lawsuits with the insurance company and gather all information for filing claims
- Work with the insurance company to ensure claims are filed and information is correct
- Update network attorney list for legal staff as well as group email and legal listserv lists
- Assist in planning, coordinating, and set up for attorney workshop
- Staff registration desk for attendees/obtain bar numbers
- Submit attendees to CLE Commission
- Send thank-you letters for speakers

Qualifications:

- Experience as an administrative assistant- (Preferred)
- High School diploma or GED equivalent; additional qualification as an Administrative assistant or Secretary will be a plus

Monday to Friday

\$37,500 - \$40,000 a year

Email a letter of interest and a resume to: Ms. Jill Hay, PAGE Director of Human Resources
jillhay@pageinc.org

Apply Online at: <https://tinyurl.com/yn3facke>

Source: Indeed

Elementary Professional Assistant III (Roswell)



Roswell North Elementary School

10525 Woodstock Rd, Roswell, GA 30075

Responsibilities:

- Maintains the departmental calendar to include official business, meetings, conferences, and other department events
- Processes applicable data utilizing the SAP system to include: employee data, payroll, purchasing, invoices and budget related information
- Answers telephone and attempts to resolve complaints
- Monitors inventory of office supplies required for area of responsibility (e.g., photocopy supplies, office supplies, etc.) and orders additional materials as required within budget parameters
- Performs various clerical and secretarial support work associated with special projects such as conference and committee meeting planning
- Receives and screens telephone calls, letters and/or visitors;
- Responds to requests and correspondence on own initiative and as directed by supervisor
- Compiles and assimilates information to prepare budgets for the District
- Prepares, types, and processes correspondence and other documents to ensure accuracy, completeness, and timeliness
- Creates, maintains, and manipulates data (e.g., spreadsheets, databases, graphics, etc.) to generate reports and to locate information found in documents, correspondence, etc

Qualifications:

- High School Diploma or GED equivalent
- Minimum of 5 years clerical/administrative experience required; Experience with SAP or other major Enterprise system is preferred

Apply Online at: <https://tinyurl.com/yv4766nk>

Source: Employer Website

Financial Office Assistant PT (Perimeter)



The Piedmont Group

1050 Crown Pointe Pkwy #1800, Atlanta, GA 30338

Responsibilities:

- Facilitating compliant social media posts to LinkedIn, Facebook, X, etc
- Learn how to fill out applications & investment account paperwork
- Client services- scheduling and client login inquiries
- Navigate clients through the underwriting process
- Tracking prospects and clients for follow-up
- The ability to quickly pivot between administrative tasks

Qualifications:

- Possesses basic computer skills such as word-processing and the ability to using Microsoft Excel
- 2+ years work experience in administrative support, customer service, or insurance industry is preferred
- Currently pursuing a Bachelor's degree or has obtained a Bachelor's degree

15-20 hours per week

\$12 - \$14 an hour

Apply Online at: <https://tinyurl.com/yuku59dm>

Source: Indeed

Office Assistant (Sandy Springs)



Commercial Property Tax Professions, LLC

6000 Lake Forrest Dr NW #495, Atlanta, GA 30328

Responsibilities:

- Filing and other administrative support.
- Conduct telephone inquiries.

Qualifications:

- High school or equivalent (Required)
- Proficient in Microsoft Office.
- Administrative Assistants & Receptionists: 1 year (Preferred)
- Customer service: 1 year (Preferred)

Monday to Friday

From \$35,000 a year

Apply Online at: <https://tinyurl.com/ynox5274>

Source: Indeed

General Administrative Assistant (Alpharetta)



1110 Powers Pl, Alpharetta, GA 30009

Responsibilities:

- Provide direct administrative support to senior management.
- Creating Spreadsheets; Excel using formulas and macros
- Perform data entry and basic management of electronic files
- Answering phone calls, directing them to the appropriate person or taking messages.
- Supporting various departmental projects by completing various tasks.
- Carry out administrative duties such as filing, scanning, etc.
- Assist in the preparation of regularly scheduled reports.

Qualifications:

- High school diploma.
- 3-5 years experience as an administrative assistant.
- Proficient in Microsoft Office; Excel, Word, Outlook.
- Experience with NetSuite a plus!

\$17 - \$20 an hour

Apply Online at: <https://tinyurl.com/ywo5m734>

Source: Indeed

Facilities Coordinator (Alpharetta)



IST Management

Jackson Healthcare | 2655 Northwinds Parkway, Alpharetta, GA 30009

Responsibilities:

- Assist with moves/moving crates
- Assist with Company events setup/breakdown
- Operating mailing equipment
- Typing correspondence, filing, copying, data entry, word processing, sorting mail and other administrative tasks as assigned
- Shipping & Receiving Mail, Packages, Overnights
- Conference room setup & breakdown
- Supply Inventory
- Pick-up and deliver mail, parcels, to customers per JH Standards
- Lift large bundles of mail, overnight packages and shipments of paper
- Maintain all logs and reporting, documentation, attention to detail

Qualifications:

- Must have valid drivers license
- Must have reliable means of transportation to - from work
- High school diploma or GED
- Customer Service/ Hospitality / Retail background preferred
- Keyboarding and windows environment PC skills

Apply Online at: <https://tinyurl.com/ytlp4f9q>

Source: Indeed

Seasonal Administrative Assistant (Sandy Springs)

RonaldBlue&Co.[®] | CPAs

1600 Riveredge Pkwy, Atlanta, GA 30328

Responsibilities:

- Answer phone, schedule appointments, and maintain calendars for the Atlanta, GA office
- Greet clients as they arrive
- Prepare conference rooms for meetings including setup and refreshments
- Assist in the coordination of meals for the tax office staff and occasional pick-up from local restaurants
- Scan workpapers, input information into project management software, and print tax returns
- Prepare overnight and courier shipments; process mail and package deliveries
- Maintain reception area and break room in a neat and orderly fashion.

Qualifications:

- Demonstrates computer literacy and knowledge of specialized office programs, including strong capabilities within Microsoft Office products

Work hours are scheduled from Monday to Friday, starting at 9:00 AM and concluding at 5:00 PM, with occasional Saturdays as required.

\$17 - \$19 an hour

Apply Online at: <https://tinyurl.com/ysx9mt72>

Source: Indeed

Entry-Level Receptionist / Administrative Assistant (Brookhaven)



2573 Apple Valley Rd NE, Atlanta, GA 30319

Candidate must be comfortable answering and directing phone calls to/from clients, vendors, and professionals, including attorneys and legal support staff. The ideal candidate will be proactive and willing to not only answer/direct the majority of the Firm's phone calls, but also engage in various administrative tasks.

Qualifications:

- Proficiency in Microsoft Office software, including Outlook, Word and Excel.
- Bachelor's or Associate's degree.
- Proficiency in Microsoft PowerPoint and Teams is a plus.

\$47,000 - \$55,000 a year

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

Source: Indeed

Receptionist (Chamblee)



2965 Flowers Road S, Atlanta, GA 30341

Responsibilities:

- Answer/transferring incoming calls
- Sort & scan mail
- Maintain office area
- Fill printer with paper
- Request/order office supplies

Qualifications:

- Customer service: 1 year (Preferred)

Monday to Friday

\$32,000 - \$42,000 a year

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

Source: Indeed

Posted 12/3/2023

Telephone Operator (Buckhead)



88 West Paces Ferry Road NW, Atlanta, GA 30305

Answer, record, log, and process all guest calls, requests, questions, or concerns. Operate telephone switchboard station. Process guest requests for wake-up calls, screening calls, do not disturb, call forwarding, conference calls, TDD relay calls, and non-registered guest calls. Advise guest of any messages received. Monitor busy or unanswered lines, check back with callers on hold to update status, and offer to take a message.

[No qualifications specified in ad.]

Apply Online at: <https://tinyurl.com/ysykomt5>

Source: Employer Website

Front Desk Agent (Perimeter)



7 Concourse Parkway Northeast, Atlanta, GA 30328

Responsibilities:

- Greet customers immediately with a friendly and sincere welcome. Use a positive and clear speaking voice, listen to and understand requests, respond with appropriate action and provide accurate information such as outlet hours and local attractions.
- Complete the registration process by inputting and retrieving information from a computer system, confirming pertinent information including number of guests and room rate. Promote HEI Hotels and Resorts and brand marketing programs. Make appropriate selection of rooms based on guest needs. Code electronic keys.
- Verify and imprint credit cards for authorization using electronic acceptance methods. Handle cash, make change and balance an assigned house bank. Accept and record vouchers, traveler's checks, and other forms of payment. Convert foreign currency at current posted rates. Post charges to guest rooms and house accounts using the computer.
- Promptly answer the telephone using positive and clear communication. Input messages into the computer. Retrieve messages and communicate the content to the guest. Retrieve mail, small packages and facsimiles for customers as requested.
- Close guest accounts at time of check out and ascertain satisfaction. In the event of dissatisfaction, negotiate compromise, which may include authorizing revenue allowances.

Qualifications:

- High school diploma or equivalent required, and college degree preferred.
- Hotel experience preferred.

Apply Online at: <https://tinyurl.com/yry39s9k>

Source: Indeed

Concierge (Sandy Springs)



PruittPlace - Sandy Springs

7400 Peachtree Dunwoody Rd, Atlanta, GA 30328

Responsibilities:

- Answers incoming telephone calls and direct to appropriate person or department.
- Maintains confidentiality of all pertinent personnel information in accordance with the Privacy Act, as well as established personnel policies governing the release of information.
- Types documents, reports, letter, etc. at least 50 words per minute with high accuracy.
- Remains at repetitious tasks for long periods of time while completing paperwork, etc.
- Recognizes, respond to and/or report resident emergency situations immediately.
- Communicates with and support residents, families, visitors, etc.
- Prepares and mail statements in accordance with established billing procedures.
- Assists in preparing time cards and distributing payroll checks.

Qualifications:

- High school diploma or equivalent
- At least six (6) months experience in payroll, insurance and/or clerical position.
- Prefer two (2) years of experience in a payroll, insurance and/or clerical position.
Courses in payroll, bookkeeping, office procedures, and other related subjects.

Apply Online at: <https://tinyurl.com/yqxwt7dm>

Source: Employer Website

Concierge PT (Alpharetta)



11450 Morris Road, Alpharetta, GA 30005

Responsibilities:

- Greets all visitors entering Community in a courteous, warm, and professional manner
- Provides drinks and other comfort amenities as deemed appropriate for visitors while waiting
- Answers all incoming calls; routes them to the appropriate parties or provides assistance in directing the callers to the appropriate person/location
- Provides administrative support to the Community leadership
- Answers general questions regarding the Community to potential residents or inquiring parties
- Provides informational brochures and packets as requested and ensures proper referrals are made to the sales team
- Tours the Community to prospective residents and/or their families if the sales team or another Director is unavailable

Qualifications:

- High school diploma or general education degree (GED) preferred; and a minimum of one-year related experience and/or training; or equivalent combination of education and experience.
- Working efficiency with Microsoft Office applications, including Word, Excel and Outlook.

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

Source: Indeed

Human Resources PT Assistant (Perimeter)



111 Perimeter Center West, Atlanta, GA 30346

As a Human Resources Assistant, you will help recruit, onboard, and train new hires, assist with benefits administration, and maintain employee records.

Qualifications:

- High school diploma or equivalent; Bachelor's degree in Human Resources or related field preferred
- 1-2 years of experience in Human Resources or related field
- Proficient in Microsoft Office and HRIS systems

Apply Online at: <https://tinyurl.com/yssoujp7>

Source: Indeed

Food Service, Housekeeping, & Other

Now Hiring – Week of 12/3/23

Houseperson (Alpharetta)

\$13.50 - \$14.00 an hour

Hampton Inn / 16785 Old Morris Road, Alpharetta, GA 30004

<https://tinyurl.com/ys6vha5w>

Team Member PT (Sandy Springs)

\$11 - \$13 an hour

Chicken Salad Chick / 4365 Roswell Road NE, Atlanta, GA 30342

<https://tinyurl.com/yoc37v4g>

FOOD SERVICE WORKER (Sandy Springs)

\$13 an hour

Morrison Living / 350 Carpenter Dr, Atlanta, GA 30328

<https://tinyurl.com/ykzjyge9>

Food Prep/Delivery Driver/Cashier (Sandy Springs)

\$15 - \$18 an hour

Sterling Culinary Management / 10 Glenlake Pkwy, Atlanta, GA 30328

<https://tinyurl.com/yoe74sos>

Dishwasher Busser (Chamblee)

\$10 an hour

IHOP / 5516 Peachtree Industrial Blvd, Atlanta, GA 30341

<https://tinyurl.com/ypyv9fuz>

Host PT (Roswell)

From \$10 an hour

Bad Daddy's International / 10800 Alpharetta Highway, Roswell, GA 30076

<https://tinyurl.com/2xxt4rzz>

Dishwasher (Alpharetta)

\$12 - \$20 an hour

On The Border Mexican Grill / 10575 Davis Drive, Alpharetta, GA 30009

<https://tinyurl.com/yquowtyj>

Food Service, Housekeeping, & Other Now Hiring – Week of 12/3/23

House Attendant (Alpharetta)

\$15.50 an hour

Hyatt / 5595 Windward Parkway, Alpharetta, GA 30004

<https://tinyurl.com/ymtrn8nt>

Crew Member (Sandy Springs)

\$11.50 - \$14.50 an hour

Jersey Mike's / 8725 Roswell Road, Atlanta, GA 30350

<https://tinyurl.com/yne3xbth>

Housekeeper PT (Chamblee)

\$14 an hour

HomeTowne Studios / 2050 Peachtree Industrial Ct, Chamblee, GA 30341

<https://tinyurl.com/ykg6472a>