
Administrative Assistant III (Roswell)



1115 Northmeadow Parkway, Roswell, GA 30076

Responsibilities:

- Exercises calendar management for leaders including scheduling appointments, arranging travel, making agendas, etc.
- Creates, edits, and generates reports, agendas, and presentations, contributing to project teams, and planning meetings. Taking notes and action items for follow-up as needed after meetings.
- Communicates efficiently both verbally and in writing. Replies to external and internal correspondence.
- Supports logistical details of event planning and logistics including meetings.
- Develop sources for services, to include catering, aircraft charters, office equipment, and conferences. Coordinates and implement the purchase or use of these services.
- Prepare correspondence; respond to inquiries, direct correspondence and/or callers to the proper departments or managers.
- Create, generate, maintain and edit documents with spreadsheets, word processing, PowerPoint desktop publishing, and graphic programs.
- Prepares expenses reports leadership.
- Works with accounts payable to process payments, invoices, generating POs, etc.

Qualifications:

- Associate degree, certificate or equivalent from 2-year college / technical school or equivalent experience or combination of experience and education.
- Minimum 3-5-year experience as an Administrative Assistant or Office Administration.
- Proficiency with Microsoft office products, including Outlook, Teams, Excel, PowerPoint, Words, etc.
- Experience in preparing and conducting presentations.

Apply Online at: <https://tinyurl.com/ywn9xqx7>

Source: Employer Website

Front Desk Receptionist (Sandy Springs)



5445 Meridian Mark Rd 380 4755, Atlanta, GA 30342

Responsibilities:

- Serves patients by greeting and helping them, scheduling appointments, and maintaining records and accounts.
- Welcomes patients and visitors in person or on the telephone, and answering or referring inquiries.
- Optimizes patients' satisfaction, provider time, and treatment room utilization by scheduling appointments in person or by telephone.
- Keeps patient appointments on schedule by notifying provider of patient's arrival, reviewing service delivery compared to schedule, and reminding providers of service delays.
- Comforts patients by anticipating patients' anxieties, answering patients' questions, and 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.
- Obtains revenue by recording and updating financial information, recording and collecting patient charges, controlling credit extended to patients, and filing, collecting, and expediting third-party claims.

Qualifications:

- Medical office: 1 year (Preferred)

From \$14 an hour

Apply Online at: <https://tinyurl.com/yp4dvkx4>

Source: Indeed

Diet Clerk (Sandy Springs)



Scottish Rite

1001 Johnson Ferry Rd NE, Atlanta, GA 30342

Provides clerical support needed to ensure that all patients receive diets as ordered and that preferences and allergies are adhered to.

- Answers the diet office telephone within three rings, records telephone messages accurately, and completes required processing/follow-through in a timely manner.
- Ensures all diet orders are processed in a timely manner.
- Updates all patient information cards and ensures all special request/needs are noted and adhered to.
- Checks patient tray line and ensures that all meal trays meet department standard.
- Complies with all infection control, safety, Occupational Safety and Health Administration procedures, and regulations.
- Works with Food Service Attendants in preparing special items for patient tray line as necessary.
- Maintains neat and accurate temperature/census records for continuous quality improvement program.
- Operates different computer programs.

Qualifications:

- 1 year of experience in office work
- Experience working in a hospital preferred

Apply Online at: <https://tinyurl.com/ywyn4mpm>

Source: Indeed

Receptionist PT (Chamblee)



Ed Voyles Kia Of Chamblee

5647 Peachtree Industrial Blvd, Chamblee, GA 30341

Answer a high volume of calls in a professional and efficient manner, perform clerical duties to support the operation of daily business such as document scanning and filing.

Qualifications:

- Knowledge of clerical and administrative procedures
- Previous customer service experience is a plus

No Weekends

Apply Online at: <https://tinyurl.com/yqs5xqqz>
Source: Employer Website

Executive Assistant (Dunwoody)



CRH's Americas Materials

900 Ashwood Pkwy #600, Atlanta, GA 30338

Responsibilities:

- Provide advanced, diverse, and confidential administrative support to the Finance and Strategy and Development Executives and their teams
- Provide back-up support and assistance for other Executive Assistants within the Atlanta office
- Keeps executive leaders informed and follows up on all assignments in a timely, effective, and efficient manner
- Heavy executive calendaring
- Extensive travel planning – domestic (remote areas of the US as well as large cities) and international
- Prepare and edit PowerPoint presentations and Word documents
- Maintain Strategy & Development deal pipeline
- Maintain Strategy & Development process and work expectations guide
- Liaise with HR to support new hires with training agendas, materials, onboarding needs
- On and off-site meeting planning – including all logistics (catering, agenda, facilities, communications, transportation)
- On and off-site site meeting support
- Attend specific department meetings and document meeting minutes
- Miscellaneous ad-hoc reporting and projects
- May require up to 10% travel

Qualifications:

- High School Diploma with 10+ years of experience in a large publicly traded company

This role will be hybrid, requiring 3-4 in the office per week

Apply Online at: <https://tinyurl.com/ypmef2tm>

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).
- Support/assist process improvements to help streamline processes. Embrace LEAN culture.
- Responsible for learning Kimberly-Clark Professional products in order to understand the customers' needs and provide quality service to customers.

Qualifications:

- Bachelor's Degree or a minimum of 3 years of related experience
- Proficient in MS Office Suite (Outlook and Word)
- 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/ylgbfe8c>

Source: Employer Website

Customer Service Representative (Alpharetta)



5800 Windward Parkway, Alpharetta, GA

In this role, you will serve as ADP's front-line for solving clients' challenges, including issue resolution, answering questions, helping clients, training their users on ADP technology, and more.

- Client Support. You will help our clients manage their business using our solutions, which could include troubleshooting and probing to resolve payroll issues. Support might also involve partnering with multiple business units and teams for troubleshooting and delivering a seamless client experience.
- Learn. You will continually upgrade your knowledge and skills on payroll, including federal and state compliance, standard operating procedures, administrative practices, other products, and desktop support tools to develop and maintain your ability to support our clients.

Qualifications:

- At least one year of experience in a customer service environment or as an HR/HRIS practitioner with systems experience.
- A college degree is great but not required.

Hybrid remote

\$20.00 / hour

Apply Online at: <https://tinyurl.com/yrx4r2s9>

Source: Indeed

Front Desk Agent PT (Buckhead)



3600 Wieuca Rd NE, Atlanta, GA 30342

Front Desk Agents are responsible for greeting and registering the guest providing outstanding guest service during their stay and settling the guest's account upon completion of their stay. Primary responsibilities include: registering guests making and modifying reservations hotel operator and concierge duties.

Qualifications:

- High School diploma or equivalent required; College course work in related field helpful.
- Experience in a hotel or a related field preferred.

Apply Online at: <https://tinyurl.com/yso9mfuy>

Source: Indeed

Greeter (Roswell)



NALLEY LEXUS
ROSWELL

980 Mansell Road, 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/yr39xnw3>

Source: Indeed

Administrative Coordinator (Brookhaven)



1575 Northeast Expressway, Brookhaven, GA 30329

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 in a timely manner, 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
- Proficient in full suite of Microsoft Office and other Windows-based applications
- Bachelor's degree in business, healthcare, or related field preferred

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

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

Source: Indeed

Administrative Coordinator (Alpharetta)



3030 Royal Boulevard South, Alpharetta, GA 30022

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.

Qualifications:

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

Monday to Friday

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

Source: Indeed

Concierge PT (Buckhead)



1000 Lenox Park Boulevard NE, Atlanta, GA 30319

Responsibilities:

- Monitoring the Bistro area for refreshments, music, cleanliness
- General administrative duties
- Welcoming and support the hospitality of a Sunrise community.

Qualifications:

- A high school diploma or GED is required
- Proven experience in a customer service role
- Proficiency in computer skills to include the use of Microsoft Outlook, Word and Excel as well as the ability to learn new applications

Apply Online at: <https://tinyurl.com/yp3mwksv>

Source: Indeed

Entry Level Receptionist PT (Alpharetta)



5530 Windward Parkway, Alpharetta, GA 30004

Responsibilities:

- Answer phones and schedule appointments
- Authorize and bill patients' insurances
- Pretest patients
- Maintain good patient flow
- Perform visual field testing
- Help patients select frames & lenses including taking PD & seg height measurements
- Optical ordering and verification of Rx lenses
- Maintain cleanliness of the office and optical area

Qualifications:

- Customer service: 1 year (Preferred)

\$12 - \$15 an hour

Apply Online at: <https://tinyurl.com/ykqnxk53>

Source: Indeed

Client Service Representative (Sandy Springs)

Proliant

1100 Abernathy Rd NE #1000, Atlanta, GA 30328

The Client Service Representative is responsible for answering inbound phone calls using a multi-line system to assist our clients' employees. You are also responsible for performing general clerical duties including, but not limited to, copying, faxing, scanning, mailing, shipping, and filling.

Qualifications:

- Strong PC skills required, including Microsoft Word, Excel and Outlook

Monday- Friday 8:30am- 5:30pm

\$13 - \$15 an hour

Apply Online at: <https://tinyurl.com/yrnt6h5m>

Source: Indeed

Office Services Representative (Peachtree Corners)



3145 Avalon Ridge Pkwy #100, Norcross, GA 30071

Responsibilities:

- Open, sort, and distribute mail/packages
- Assist in the printing of documents for various departments
- Assist in maintenance and alteration of office area and equipment
- Prepare documents for office storage
- Maintain returned mail
- Order, organize and deliver office supplies
- Scan documents and profile into systems for various departments
- Coordinate and oversee service of pleadings for assigned departments
- Receptionist duties with an ability to handle challenging callers

Qualifications:

- Knowledge of Internet software; Mail systems; Project Management software; Spreadsheet software and Word Processing software.
- Ability to lift 50 pounds

\$15 - \$18 an hour

Apply Online at: <https://tinyurl.com/yq2rf6nu>

Source: Indeed

Event Assistant PT (Alpharetta)

PHASE FAMILY CENTER

12150 Morris Road, Alpharetta, GA 30005

Responsibilities:

- Open the venue and make sure the event spaces are set up and ready for client and vendor arrivals.
- Greet clients, vendors, and guests as they arrive for the day.
- Provide excellent customer service and check in regularly on event clients.
- Manage security and cleaning crew on day of events.
- Ensure the venue stays clean throughout the event.
- Assist with walk in tours of the venue if needed.
- Check in on clients and vendors to provide great customer service.
- Ensure clients are only in the spaces they have rented.
- Conduct end of the night walk-throughs of the kitchen and venue with the client and catering vendors.
- Work with Security and the Cleaning team to ensure the spaces always stay clean.

Qualifications:

- Events: 1 year (Preferred)
- Customer service: 1 year (Required)

Flexible schedule, as our event hours vary week-to-week.

\$16 - \$20 an hour

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

Source: Indeed

Concierge PT (Roswell)



655 Mansell Rd, Roswell, GA 30076

Qualifications:

- A minimum of one (1) year relevant experience (preferred)

Apply Online at: <https://tinyurl.com/2xxl9fxj>
Source: Indeed

Food Service, Housekeeping, & Other Now Hiring – Week of 12/10/23

Parking Attendant (Sandy Springs)

\$14 - \$18 an hour

REEF Technology / Saint Joseph's Hospital | 5665 Peachtree Dunwoody Rd, Atlanta, GA 30342

<https://tinyurl.com/yusdftmo>

Beverage Cart Server (Brookhaven)

\$12 - \$14 an hour

Capital City Club / 53 W Brookhaven Dr Ne, Atlanta, GA 30319

<https://tinyurl.com/yt46h6q9>

Custodian (Sandy Springs)

Holy Innocents' Episcopal School / 805 Mount Vernon Hwy NW, Atlanta, GA 30327

<https://tinyurl.com/ythgkqun>

Lot Attendant/Porter (Chamblee)

\$11 - \$14 an hour

Landmark Chrysler / 5745 Peachtree Industrial Blvd, Atlanta, GA 30341

<https://tinyurl.com/yqej9tvty>

Spa Attendant (Buckhead)

\$12 - \$15 an hour

Woodhouse Day Spa / 65 Irby Ave NW, Atlanta, GA 30305

<https://tinyurl.com/yl9ejseo>

Patient Transporter Evening Shift (Sandy Springs)

Northside Hospital / 1000 Johnson Ferry Rd NE, Atlanta, GA 30342

<https://tinyurl.com/yo2hkw8q>

Dishwasher (Alpharetta)

\$13 - \$19 an hour

True Food Kitchen / 2140 Avalon Boulevard, Alpharetta, GA 30009

<https://tinyurl.com/ysqc865c>

Cleaning Crew (Roswell)

Sky Zone / 1425 Market Blvd ste 100-a, Roswell, GA 30076

<https://tinyurl.com/2x2ts7s2>

Food Service, Housekeeping, & Other Now Hiring – Week of 12/10/23

Dishwasher (Alpharetta)

\$16 - \$20 an hour

Rina / 3180 Avalon Blvd, Alpharetta, GA 30009

<https://tinyurl.com/yw9tql93>

Dishwasher (Sandy Springs)

\$16 an hour

Morrison Living / 300 Johnson Ferry Rd NE, Atlanta, GA 30328

<https://tinyurl.com/ywotqsf7>

House Attendant-Lobby (Alpharetta)

\$15.50 an hour

Hyatt / 5595 Windward Parkway, Alpharetta, GA 30004

<https://tinyurl.com/ywec6gb6>

Housekeeper (Roswell)

\$14.50 - \$15.00 an hour

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

<https://tinyurl.com/yqm7d3vr>

Groundskeeper (Sandy Springs)

Linq at North Springs / 6919 Peachtree Dunwoody Rd, Sandy Springs, GA 30328

<https://tinyurl.com/yvrnfrhl>

Server PT (Sandy Springs)

\$14 - \$15 an hour

Somerby Sandy Springs / 25 Glenlake Pkwy NE, Sandy Springs, GA 30328

<https://tinyurl.com/yn4s5xmf>

Server (Roswell)

From \$16 an hour

Country Club of Roswell / 2500 Club Springs Dr, Roswell, GA 30076

<https://tinyurl.com/ytmp7pba>