
Front Office Coordinator PT (Dunwoody)



Functionize Health & Physical Therapy

5054 Nandina Ln, Atlanta, GA 30338

Qualifications:

- Strong computer skills
- Bachelor's (Preferred)
- Customer Service: 1 year (Preferred)
- Experience in medical field is a plus, but not required

Expected hours: 20 – 28 per week; Monday to Friday

\$16 - \$17 an hour

Apply Online at: <http://tinyurl.com/yrsfpl94>

Source: Indeed

Posted 12/17/2023

Front Desk Receptionist (Buckhead)



Fifteen Piedmont Center, 3575 Piedmont Rd NE #1150, Atlanta, GA 30305

Responsibilities:

- Provides administrative support to ensure efficient operation of the corporate office.
- Completes requests made by our executive leadership in a timely manner.
- Answers phone calls, schedules meetings and supports visitors.
- Carries out administrative duties such as filing, typing, copying, binding, scanning etc.
- Manage and restock office supplies.
- Ensure common areas, such as the break room and conference room, are organized and tidy at all times.
- Distribute mail to appropriate departments.
- Use judgment and experience to schedule, confirm and redirect meeting requests.
- Support travel coordination for meetings including preparing and distributing itineraries/agendas.
- Meets and greets external visitors in a courteous and professional manner.
- Compose and distribute professional correspondence and memoranda via email/fax using individual initiative and as assigned.

Qualifications:

- 2+ years of experience as an Office/Administrative Assistant supporting Senior Level Executives.
- Bachelor's Degree preferred.

Full time, 30+ hours per week; Monday-Friday

\$15 - \$18 an hour

Apply Online at: <http://tinyurl.com/2xa8zhoj>

Source: Indeed

Hotel Front Desk Agent (Alpharetta)



7925 Westside Pkwy, Alpharetta, GA 30009

Responsibilities:

- Greet all lobby visitors with a genuine smile and warm welcome. Check-in and check-out guests
- Confirm guest reservation details
- Answer incoming calls, answer inquiries and address internal guest requests
- Monitor emails and other services to ensure that any guest needs are met
- Assist with luggage storage and helping guests with arranging transportation
- Complete shift checklist
- Follow all PCI and cash handling SOPS
- Track/Log all lost and found items

Qualifications:

- Experience in a customer-facing role (Minimum 1-2 years)
- Successful history as a front desk agent or related hospitality experience

Apply Online at: <http://tinyurl.com/yw24zb3r>

Source: Indeed

Senior Executive Assistant

(Sandy Springs)



6205 Peachtree Dunwoody Road, Atlanta, GA 30328

Responsibilities:

- Manage calendar and provide full administrative support to the Assistant Vice President of HR Technology Services and his or her direct reports
- Coordinate department, team and leadership meetings and special events (both onsite and offsite) to include securing meeting rooms/space, handling all catering needs, audio visual, agendas, set-up, speaker coordination and arranging transportation (if needed)
- Process incoming mail to the department daily for proper handling of confidential documents. Directly support the payroll tax and compliance team in processing time sensitive documents.
- Assist in the procurement process for the department.
- Coordinate onboarding support for new employees
- Arrange travel and all accommodations for leader and direct reports as required including comprehensive and detailed itineraries
- Prepares expense reports, written communications, reports, spreadsheets and presentations, which may require the gathering of data from internal and/or external sources
- Prepares presentations, reports, and other documents using word processing, spreadsheet and presentation software packages.

Qualifications:

- Bachelor's degree in a related discipline and 3 years' experience in a related field. The right candidate could also have a different combination, such as a master's degree and up to 2 years' experience; or 6 years' experience in a related field
- 5+ years of experience supporting Senior Executive level leader.
- Advanced knowledge/experience in Word, Excel, and PowerPoint.

Apply Online at: <http://tinyurl.com/ytlbj8kl>
Source: Indeed

Real Estate Services Administrator (Buckhead)



3550 Lenox Road NE Suite 2300, Atlanta, GA 30326

Responsibilities:

- Assist management with various administrative tasks. This includes answering phones, communicating with tenants, preparing expense reports, scheduling meetings, filing and copying.
- Maintain files, including insurance certificates and leases. Verify all are up to date and in compliance with company policies.
- Works with Building Technicians and vendors to compile a list of maintenance items. Open, coordinate, and monitor the status of work assigned to vendors.
- Review internal lease administration documents such as lease abstracts as directed. Oversee lease administration activities including lease set up, lease changes, reporting etc.
- Prepare tenant bills and submit upon approval.
- Help with preparations of monthly and quarterly management reports.
- Submit invoices for payment and purchase orders by inputting them into the accounting system.
- Forwards original invoices to accounting for payment.

Qualifications:

- High School Diploma or GED with 2-3 years of job-related experience.
- Advanced knowledge of Microsoft Office products. Examples include Word, Excel, Outlook, etc.

Apply Online at: <http://tinyurl.com/ytslvtpu>

Source: Employer Website

Administrative Assistant (Alpharetta)



12725 Morris Rd Ext Ste. 130, Alpharetta, GA 30004

Responsibilities:

- Greet incoming visitors with a welcoming presence.
- Maintain a welcoming reception area.
- Order office supplies including drinks and coffee supplies.
- Draft correspondence and other formal documents.
- Confirm CEO's daily appointments.
- Help manage CEO's workflow tasks and client notes in CRM system.
- Coordinate calendar for client's quarterly and annual reviews.
- Assist clients both virtually and over the phone with customer service matters.
- Performing mailing and package tracking functions.
- Work with the company CRM systems and spin-off apps.
- Keep digital filing and other organization systems organized and updated.
- Maintain prospect lead tracking and conduct follow-up calls and emails with prospects.

Qualifications:

- Associate degree, preferred.
- A minimum of 3 years' previous office administration experience, preferably in the Financial Services and/or Insurance field, required.
- Ability to type a minimum of 65 words per minute.

\$19 - \$24 an hour

Apply Online at: <http://tinyurl.com/ykelanav>

Source: Indeed

Corporate Account Administrator (Sandy Springs)



8613 Roswell Road, Atlanta, GA 30350

The REI Specialist will work with Home Inspection companies, Home Builders, and Property Management companies to process inspection requests. They will serve as a liaison between these companies and our service centers, ensuring timely handling of requests and maintaining relationships with internal and external customers.

- Receive and process initial inspection and service requests.
- Enter all necessary information into our computer operating system.
- Ensure requests are handled promptly by the correct service center.
- Track inspection requests and ensure they are assigned to appropriate field personnel.
- Work in Vendor Portal systems to enter invoice information and process requests.
- Create and maintain protocol templates for new and current companies.
- Generate AR reports for our corporate partners.
- Handle questions or concerns from vendors regarding inspections, services, and AR reports.
- Make follow-up calls to customers for new business and prepare required paperwork.

Qualifications:

- Customer service oriented/Inside Sales experience
- Basic proficiency in Microsoft Outlook, Word, and Excel
- Ability to propose and sell Arrow services to individual customers and create leads for Home Evaluators per Arrow company guidelines.

\$35,000 - \$40,000 a year

Apply Online at: <http://tinyurl.com/ylordjh8>

Source: Employer Website

Customer Service Representative / Front Desk Receptionist (Alpharetta)

LUMIÈRE *Salon de Beauté*

735 North Main Street, Alpharetta, GA 30009

Responsibilities:

- Greet and welcome visitors in a professional and friendly manner
- Answer phone calls, take messages, and direct calls to appropriate individuals
- Manage incoming and outgoing inventory and retail area
- Maintain a clean and organized reception area
- Schedule appointments and manage calendars
- Handle the register
- Handle customer inquiries and provide accurate information
- Opening or closing the shop

Qualifications:

- Familiarity with front desk operations in a professional setting

From \$13 an hour

Apply Online at: <http://tinyurl.com/ywzbe8we>

Source: Indeed

Human Resources Coordinator / Recruiter (Sandy Springs)



1200 Abernathy Rd, Atlanta, GA 30328

Responsibilities:

- Lead, manage, and support the Human Resources functions (people management, PTO Management, labor-based budgeting, forecasting, and reporting, recruiting, HR onboarding (Gusto), benefits management, performance management) of the organization alongside the Management Team;
- Cross-functionally support and assist the Sales, Marketing, Client Services, Operations, Product/Development, Administration, and Finance functions alongside the Executive Leadership Team (ELT);
- Create, review, manage, distribute, and measure all HR and Administrative communications related to policy, process, workflow, and business changes to ensure that all key communications are properly and consistently cascaded across the organization with a plan for post-communication measurement and monitoring;
- Create new, and manage, existing Admin, and HR scorecards and system dashboards to measure, monitor, and improve key workflows, processes, and KPIs (Google Sheets, Jira, Hubspot, and other systems)

Qualifications:

- 4-year Bachelor's degree (Required)
- 5+ years of direct & cross-functional leadership and management experience
- 5+ years of experience supporting the HR/ Admin functions (PMP or similar credentials a bonus;)

\$45,000 - \$60,000 a year

Apply Online at: <http://tinyurl.com/ywx8dkz6>
Source: Indeed

Call Center Representative (Sandy Springs)



5901 Peachtree Dunwoody Rd, Atlanta, GA 30328

Responsibilities:

- Examine, review, process, calculate and (a) pay claims based on information, plan design, insurance filings, documentation and reports; or (b) administer payments based on plan information and documentation, in a timely manner.
- Respond to all account owners and participant phone inquiries and requests in a timely and accurate manner. Meet department and individual service levels and quality goals and support department business objectives. Proactively engage participants, anticipate their needs, offer assistance and solutions.
- Process financial and non-financial transactions timely and accurate.

Qualifications:

- High school diploma or GED, and further applicable education or equivalent experience.
- 1+ years of experience within a client service setting within financial services preferred
- Knowledge of tax-advantaged accounts and benefit plans, insurance, and/or claims or payments, preferred.
- Ability and proficiency with Microsoft Office and Excel applications, and claims processing or benefit card systems.

\$19 an hour

Apply Online at: <http://tinyurl.com/ykvvb9tu>

Source: Employer Website

Sales Coordinator (Perimeter)



1232 Hammond Dr NE, Dunwoody, GA 30346

As the sales coordinator you are assisting our incoming reservation calls for groups and meetings, as well as assisting the sales team with contracts, room blocks and communication with the rest of the hotel team.

- Be one of the first points of contact for incoming sales calls, and respond in a quick, timely, and professional manner to all internal partners and external customers. Endeavor to deliver clear and concise communiqué that is representative of Concord Hospitality via all avenues of communication.
- Work diligently to complete assigned tasks and responsibilities (i.e. including but not limited to assisting with or the management of room blocks, select reporting, client notification of key dates such as cut-off or payment schedule deadlines, group resumes, event orders and BEO's, billing details, and other integral administrative aspects of the booking or execution of groups and events).
- Complete or assist with various aspects of pre-event, main event, and post-event details: Track, detail, and communicate with internal partners and external clients about the particulars of each assigned event and group.

[No qualifications specified in ad.]

Apply Online at: <https://tinyurl.com/ym8xhw2g>

Source: Employer Website

Entry - Level Office Coordinator (Roswell)



9420 Willeo Road, Roswell, GA 30075

Responsibilities:

- 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.

Apply Online at: <https://tinyurl.com/ypsux5sd>

Source: Employer Website

Receptionist – Temp (Alpharetta)



5900 Windward Parkway, Alpharetta, GA 30005

Responsibilities:

- Answer and route phone calls.
- Greet and assist visitors.
- Sort and distribute mail.
- Receive package deliveries.
- Perform opening and closing tasks.
- Keep office supplies fully stocked.
- Reserve conference rooms.
- Enter hearing notices into the court calendar.
- Receive HOA account and earnest money payments.

Qualifications:

- High school or equivalent education
- 1 - 2 years previous experience

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

Source: Indeed

Executive Assistant II (Alpharetta)



1130 Sanctuary Pkwy #600, Alpharetta, GA 30009

You'll play a pivotal part in supporting our Chief Operating Officer.

- Dive into managing daily essentials like mail, calendars, and travel, and bring order to busy schedules and important meetings.
- Take the helm in creating vital correspondence, reports, and presentations, ensuring confidentiality and precision in every document.
- Be the linchpin for seamless internal communications and echo the Executive's voice both within and outside the organization.
- Keep a keen eye on the Executive's to-do list, coordinating tasks and orchestrating high-profile events.

Qualifications:

- 3+ years of executive assistant experience.
- Bachelor's degree preferred.
- Proficient in Microsoft Office & Salesforce applications.

Apply Online at: <https://tinyurl.com/ykra3cpx>

Source: Employer Website

Food Service, Housekeeping, & Other Now Hiring – Week of 12/17/23

Parks Crew Worker (Roswell)

\$16.04 - \$20.85 an hour

City of Roswell

<https://tinyurl.com/yqo2d2q4>

Prep Cook (Roswell)

\$17.00 per hour

Atlanta Academy / 2000 Holcomb Woods Pkwy, Roswell, GA-30076

<http://tinyurl.com/ylqdh983>

Valet Parking Attendant PT (Buckhead)

\$10 - \$15 an hour

Ace Parking Management / 3332 Peachtree Road NE, Atlanta, GA 30326

<http://tinyurl.com/ytpogpqq>

Room Attendant (Sandy Springs)

\$15 an hour

Home2 Suites / 6110 Peachtree Dunwoody Rd, Atlanta, GA 30328

<http://tinyurl.com/ylpmrt9s>

Food Prep/Shift Leaders (Sandy Springs)

\$13 - \$17 an hour

Pokéworks / 5975 Roswell Rd, Sandy Springs, GA 30328

<http://tinyurl.com/ypo3gvo6>

Parking Cashier (Buckhead)

\$12 an hour

SELIG PARKING / J.W. Marriott Atlanta | 3300 Lenox Road NE, Atlanta, GA 30326

<http://tinyurl.com/ykh9z98g>

Janitor / Dishwasher (Alpharetta)

\$14 - \$17 an hour

Ted's Montana Grill / 6100 Avalon Boulevard, Alpharetta, GA 30009

<http://tinyurl.com/yowtwdwv>

Food Service, Housekeeping, & Other Now Hiring – Week of 12/17/23

Night Guest Laundry Attendant (Sandy Springs)

\$15.00 - \$22.17 an hour

Extended Stay Hotel / Sandy Springs 30328

<http://tinyurl.com/yrhlo37u>

Housekeeper (Roswell)

\$15 an hour

HHS / Wellstar North Fulton | 3000 Hospital Boulevard, Roswell, GA 30076

<https://tinyurl.com/ylhsau3k>

Team Member (Buckhead)

\$11.00 - \$13.50 an hour

Charleys Philly Steaks / 3326 Peachtree Rd NE, Atlanta, GA 30326

<https://tinyurl.com/ypc2gwmk>

Dishwasher PT (Perimeter)

\$12.00 - \$16.50 an hour

The Cheesecake Factory / 4400 Ashford Dunwoody Road, Atlanta, GA 30346

<http://tinyurl.com/ytbjpbmc>