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# Reception Manager (Roswell)



300 Grimes Bridge Road, Roswell, GA 30075

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## **Responsibilities:**

- Serve Swift School as a concierge internally and externally: “Go to” person for questions from faculty, administration, students, and parents
- Monitor all entrances to the school and validate identification
- Maintain the Sign-in/Sign-out logs; assist visitors with name tags and destination of visit
- Perform clerical and office support, including answering phones, emailing, delivering mail, and accepting packages
- Maintain student attendance in FACTS i.e. Early dismissal and tardiness
- Communicate with lunch vendors for field trips and monthly menus
- Coordinate substitute teacher advanced requests
- Coordinate field trips i.e. transportation, meals, invoices, etc.
- Maintain the appearance of the front lobby
- Supports the admission and business office

## **Qualifications:**

- College degree (preferred)
- Experience working in private independent schools (preferred)
- Proficient in Microsoft Office

Apply Online at: <http://tinyurl.com/ywp2ky7q>

Source: Employer Website

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# Office Administrator / Customer Service (Roswell)



760 Old Roswell Rd, Roswell, GA 30076

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## **Responsibilities:**

- Manage and oversee daily office operations
- Coordinate and schedule appointments and meetings for multiple staff members
- Answer and direct phone calls, take messages, and respond to inquiries
- Provide general information to clients, customers, and visitors
- Perform general clerical duties such as filing, photocopying, and data entry
- Develop and implement training programs for new employees

## **Qualifications:**

- Proven experience as an office administrator or in a similar role
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint)
- Knowledge of QuickBooks or other accounting software is a plus

\$16 - \$18 an hour

Apply Online at: <http://tinyurl.com/ytcr9q55>

Source: Indeed

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Posted 1/7/2024

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# File Clerk / Receptionist (Sandy Springs)



**Commercial Property Tax Professions, LLC**

6000 Lake Forrest Dr, Atlanta, GA 30328

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## **Responsibilities:**

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

## **Qualifications:**

- High school or equivalent (Required)
- Proficient in Microsoft Office.
- Office: 1 year (Preferred)

From \$35,000 a year

Apply Online at: <http://tinyurl.com/yvbxhlx2>

Source: Indeed

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Posted 1/7/2024

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# Operations Administrative Assistant (Buckhead)

ROCKEFELLER  
CAPITAL MANAGEMENT

3060 Peachtree Road NW, Atlanta, GA 30305

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## Responsibilities:

- Prepare room setup for meetings, social events, and any other activities
- Schedule and coordinate offsite meetings and luncheons
- Responsible for securing third party sponsorships for office events
- Sort mail for distribution
- Order office supplies for the Southeast division
- Manage the ordering of parking validations, distribution, and maintain inventory
- Coordinate in-house event marketing and create invitations for distribution
- Collect and create brochures of wholesaler information for bi-weekly distribution
- On-site contact for third party vendors
- Partner with Divisional Operations Team as needed to assist with onboarding teams to the firm
- Initiate the transfer of assets and create accounts for new clients
- Assist with initial document review before submitting for final approval
- Screen and log client checks, in preparation for deposits
- Communication with AML to distribute and receive monthly reports

## Qualifications:

- High school diploma required

Apply Online at: <http://tinyurl.com/yps2dmda>

Source: Employer Website

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# Front Desk Receptionist (Alpharetta)



1100 Northmeadow Parkway, Roswell, GA 30076

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## **Responsibilities:**

- Greet and welcome visitors in a professional and friendly manner
- Answer phone calls, take messages, and redirect calls as necessary
- Schedule appointments and manage calendars for multiple staff members
- Assist with administrative tasks such as filing, data entry, and document preparation
- Handle incoming and outgoing mail and packages
- Provide general information to clients, customers, and visitors

[No qualifications specified in ad.]

Monday to Friday

\$17 - \$19 an hour

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

Source: Indeed

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Posted 1/7/2024

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# Executive Assistant



Roswell City Hall | 38 Hill Street, Roswell, GA 30075

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The purpose of this classification is to provide high-level administrative support functions directly for City Officials, including the Mayor, Council, and/or the City Administrator. Work involves the preparation of correspondence, agenda packets, development plans and studies, and other documents. Employee is also responsible for performing research and providing information on complaints received; assisting in the coordination of special events; screening and independently handling a variety of routine inquiries by telephone and in person; and maintaining a variety of records and files.

## **Qualifications:**

- Requires a High School Diploma or equivalent; five (5) years of secretarial, administrative, or office management experience; or any equivalent combination of education, training, and experience.
- Associates Degree or higher is preferred.

From \$59,009.60 a year

Apply Online at: <http://tinyurl.com/ym8efbjo>

Source: Indeed

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Posted 1/7/2024

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# Front Office Assistant (Sandy Springs)

## NORTHSIDE HOSPITAL

980 Johnson Ferry Rd NE, Atlanta, GA 30342

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Performs a variety of administrative, secretarial and clerical duties, which directly support patient care and practice personnel in the overall operation of the practice.

### Qualifications:

- 1 year clerical/secretarial experience preferably in a healthcare environment.
- Basic computer skills
- Preferred:
- Successful completion of course in Medical Terminology or commensurate experience
- Proficient in the use and application of MS Office (Word, Excel and PowerPoint).

7:30am - 5:00pm

Apply Online at: <http://tinyurl.com/yusg3ukz>

Source: Employer Website

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Posted 1/7/2024

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# Spa Receptionist & Coordinator – Temporary (Sandy Springs)



6309 Roswell Rd, Atlanta, GA 30328

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## **Responsibilities:**

- Answering calls and email inquiries
- Scheduling consults/ appointments
- Educating potential clients
- Retail sale and knowledge of products and services
- Checking clients in and out
- Collecting balances
- Posting payments
- Monitoring inventory
- Updating clients accounts
- Keep notes on clients accounts and managing records

## **Qualifications:**

- Experience with online business management software
- Preferred but not limited to the following industry experience: Esthetic, Cosmetic, Health & Wellness, Weight Loss, Hair Restoration, Plastic Surgery, Med Spa or related industries

This is a TEMPORARY POSITION for 3-4 months while our spa coordinator is on maternity leave.

From \$20 an hour

Apply Online at: <http://tinyurl.com/ykquej7t>

Source: Indeed

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Posted 1/7/2024



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# Administrative Coordinator (Brookhaven)



1571 Northeast Expressway, Brookhaven, GA 30329

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## 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.
- 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 and coordinates conference room scheduling and setup of meetings.
- Acts as office administrator to order and stock supplies, perform record-keeping, act as liaison to other departments and/or vendors, and perform quality management functions as necessary.
- Creates and edits documents using PowerPoint, Excel, and Word, while ensuring documents adhere to Children's' style guidelines.
- Assists with the preparation and auditing of the departmental or project budget(s) and tracking/monitoring of related expenses.

## 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

Apply Online at: <http://tinyurl.com/ymmdxw4k>

Source: Employer Website

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Posted 1/7/2024

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# Administrative Assistant / Receptionist (Sandy Springs)

**Stresser & Associates, P.C.**

8505 Dunwoody Pl, Atlanta, GA 30350

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The position will perform general administrative duties to include answering phones, filing, scheduling, assisting with client payment processing, incoming/outgoing mail, etc.

**Qualifications:**

- Experience with Thompson Reuters software is a plus.

Monday to Friday

Apply Online at: <http://tinyurl.com/2x2gnbuu>

Source: Indeed

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Posted 1/7/2024

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# Guest Services Representative (Sandy Springs)



6475 Roswell Rd NE, Atlanta, GA 30328

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## **Responsibilities:**

- Performs opening and closing Guest Services procedures.
- Answers incoming phone calls in a courteous, prompt, and professional manner.
- Directs phone calls to the appropriate person
- Takes accurate messages.
- Directs customers to the appropriate person or department.
- Manages the desk log, phone up log, loaner agreement log, dealer plate log, and gas card log.
- Tracks and filters all incoming calls and takes messages.
- Communicates effectively with Guest Services Manager and Greeters.
- Reconciles/updates data entry with dealership software.
- Produces Daily Reports: Daily Update (1, 5, Close), Performance Metric (core Guests Services reports).
- Walks around the showroom hourly to offer refreshments to guests.
- Provides a warm, positive and happy environment for Guests, their children and fellow teammates.
- Helps maintain a clean and comfortable environment (monitor facility)
- Provides new hire Customer Management training when requested

## **Qualifications:**

- High School Diploma
- Up to 3 years Work Experience.
- Previous customer service experience desired.
- Intermediate skills in Microsoft Office Products

Apply Online at: <http://tinyurl.com/yw6nwbpg>

Source: Employer Website

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Posted 1/7/2024

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# Executive Assistant (Dunwoody)



900 Ashwood Pkwy #600, Atlanta, GA 30338

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## 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

## 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 in an open office floor plan

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

Source: Employer Website

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Posted 1/7/2024

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# Office Coordinator (Roswell)



10800 Alpharetta Highway, Roswell, GA 30076

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An Office Coordinator is an entry-level office role.

- 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.
- Maintains an orderly and organized front office workspace.

## **Qualifications:**

- High School Diploma or equivalent preferred.
- A strong level of comfort navigating a computer and ability learn new computer programs.

Apply Online at: <http://tinyurl.com/ysjtny85>

Source: Employer Website

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# Human Resources Administrator (Dunwoody)



900 Ashwood Pkwy #600, Atlanta, GA 30338

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## Responsibilities:

- Providing timely data entry and maintenance for corporate employee benefits, employment data, and employee personal data.
- Provide reporting for corporate benefits administration and work closely with BenAdmin Lead.
- Liaison between HR Business Partner, Employee, Manager & Benefit Vendor for Leave Administration.
- Assisting with on boarding and offboarding activities.
- Responding to employee inquiries and employment verifications.
- Maintaining corporate employee files.
- Supporting the annual AAP and Social Responsibility audits.
- Assisting with company-wide activities including benefits and wellness, learning & development, environmental health and safety.
- Support Corporate HR team with keeping the I-9 system up to date.

## Qualifications:

- Bachelor's degree in Human Resources, Business Administration or comparable discipline preferred or other related discipline and/or equivalent combination of knowledge, skills and abilities.
- Two or more years of related experience in an office setting, performing administrative tasks.
- One or more years of Human Resources or Payroll experience preferred.
- Viewpoint or HRIS experience a plus.

Apply Online at: <http://tinyurl.com/ykvscjs7>

Source: Employer Website

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# Receptionist (Roswell)



100 Mansell Ct E, Roswell, GA 30076

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## **Responsibilities:**

- Answers all incoming calls in a professional manner
- Ensure phone calls are directed accordingly
- Greet guests and visitors in a professional, friendly, inviting manner
- Maintain employee extension lists
- Responsible for the assigning visitor badges and log accordingly
- Reserve meeting rooms and maintain rooms in reception area
- Able to communicate with the office of Property Management to address facilities issues (ie., HVAC, plumbing, restrooms, etc)
- Order meeting lunches as requested
- Perform variety of clerical duties
- Responsible for incoming/outgoing mail and assuring deliveries are placed in correct location
- Prepare outgoing FedEx packages

## **Qualifications:**

- Previous experience in a client facing position is a plus

7:45 am - 5 pm schedule from Monday-Friday

Apply Online at: <http://tinyurl.com/yq893zls>

Source: Employer Website

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Posted 1/7/2024

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# PT Administrative Assistant / Receptionist (Roswell)



500 Sun Valley Drive, Suite G-1, Roswell, GA 30076

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## **Responsibilities:**

- Answer phones and deliver messages with a positive attitude and an energetic work ethic
- Provide office guests with a hospitable experience
- Assist in handling office requests
- Support team with managing telephone calls and emails.
- Assists team with purchasing - supplies, furniture, maintenance service, etc.
- Excellent organizational and interpersonal skill
- Maintains supplies inventory by checking stock to determine inventory level; anticipating needed supplies.
- Completes operational requirements by scheduling and assigning administrative projects; expediting work results.
- Maintains physical and electronic files or other organizational system

## **Qualifications:**

- High School diploma or diploma/degree in business management or administrative assistant certificate preferred
- Proficient with MS Office products, primarily Word, and Excel
- Strong computer and Internet skills

Apply Online at: <http://tinyurl.com/ywqeoip5>

Source: Indeed



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# Front Desk Coordinator (Sandy Springs)



5555 Glenridge Con Suite 975, Atlanta, GA 30342

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As Front Desk Coordinator, you will be the primary point of contact for guests and callers for the law firm. You will work with clients, attorneys, managers and other staff members to ensure that administrative tasks are completed and that the business functions efficiently. You will coordinate front-desk activities, including distributing correspondence, scheduling, and directing guests.

## **Qualifications:**

- Bachelor's (Preferred)
- Microsoft Office: 1 year (Preferred)
- Customer Service: 1 year (Preferred)
- Spanish (Preferred)

Apply Online at: <http://tinyurl.com/yr8gtqcr>

Source: Indeed

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Posted 1/7/2024

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# Morning Receptionist (Chamblee)



**Jim Ellis Volkswagen**

5855 Peachtree Blvd, Atlanta, GA 30341

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## **Responsibilities:**

- Greets showroom customers and determines the nature of their visit
- Directs customers to the correct department, notifies the appropriate person that a customer is waiting, and introduces the customer to a salesperson
- Answers incoming phone calls. Directs caller to appropriate department or individual or takes a thorough message
- Communicates with callers and visitors in a professional, friendly, and efficient manner
- Obtains basic demographic information about each customer, using an ups card, a computer system, a log sheet, or other method established by the dealership
- Enters data into prospect tracking system and runs prospect reports for manager weekly
- Communicates messages to the appropriate parties in a timely manner
- Types memos, correspondence, reports, and other documents
- Assists service customers during the morning and evening service rush whenever possible
- Assists with clerical duties as requested

## **Qualifications:**

- High school diploma or equivalent preferred
- Must have a valid Driver's License

Apply Online at: <http://tinyurl.com/yv22hlpf>

Source: Indeed

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Posted 1/7/2024

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# Food Service, Housekeeping, & Other

## Now Hiring – Week of 1/7/24

### **Banquet Server PT (Roswell)**

**\$20 an hour**

Events Catering / 85 Mill Street, Roswell, GA 30075

<http://tinyurl.com/yksx4lgo>

### **FOOD SERVICE UTILITY (Sandy Springs)**

**\$16.50 per hour**

Eurest / UPS HQ | 55 Glenlake Parkway, Atlanta, GA 30328

<http://tinyurl.com/yqetr4e>

### **Driver / Bellman (Perimeter)**

**\$15 an hour**

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

<http://tinyurl.com/yrvvbsz>

### **Dishwasher (Buckhead)**

**\$14.50 - \$16.00 an hour**

CHOPT Salad / 3655 Roswell Rd Suite 212, Atlanta, GA 30342

<http://tinyurl.com/yntaj38l>

### **Room Attendant/Housekeeping (Alpharetta)**

**\$11 - \$13 an hour**

Hampton Inn & Suites / 10740 Westside Way, Alpharetta, GA 30009

<http://tinyurl.com/ytz8uw7l>

### **Parking Valet (Sandy Springs)**

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

Reimagined Parking / 5665 PEACHTREE DUNWOODY RD

<http://tinyurl.com/ylbbxshp>

### **Prep Cook (Roswell)**

**\$17.00 per hour**

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

<http://tinyurl.com/ylqdh983>

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# Food Service, Housekeeping, & Other

## Now Hiring – Week of 1/7/24

### **Lot Attendant/Service Valet**

**\$16 - \$19 an hour**

MotorCars of Atlanta / 7865 Roswell Road, Atlanta, GA 30350

<http://tinyurl.com/yro59qd9>

### **Dishwasher PT (Alpharetta)**

**\$14.00 - \$16.50 per hour**

Village Park Alpharetta / 12300 Morris Road, Alpharetta, GA 30005

<http://tinyurl.com/yov5ehuo>

### **Server (Roswell)**

**\$14.50 an hour**

Brookdale Senior Living / 1000 Applewood Drive, Roswell, GA 30076

<http://tinyurl.com/yufp9eg4>

### **Donor Specialist (Buckhead)**

**\$13 an hour**

Goodwill / 3906 Roswell Road, Atlanta, GA 30342

<http://tinyurl.com/yreodxr8>

### **Server (Buckhead)**

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

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

<http://tinyurl.com/ym3jonly>

### **Crew Member PT (Chamblee)**

**\$15 an hour**

Moe's / 3515 Chamblee Tucker Rd # B, Atlanta, GA 30341

<http://tinyurl.com/yrjk4y46>

### **Dishwasher PT (Alpharetta)**

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

Lazy Dog / 10800 Haynes Bridge Road, Alpharetta, GA 30022

<http://tinyurl.com/yvconmq7>