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# Membership Service Representative II (Alpharetta)



**ED ISAKSON/ALPHARETTA FAMILY YMCA**

3655 Preston Ridge Rd, Alpharetta, GA 30005

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Emphasis will be placed on member service, program knowledge, member/staff safety, and communication with members and staff.

- Provide excellent service to members, guests, and program participants in the branch and on the phone, contributing to member retention.
- Welcome members as they enter and leave the YMCA.
- Greet, engage, and/or tour prospective members and program participants.
- Support membership operations through sale of memberships and program offerings.
- Actively develop, educate, and own the knowledge base to quickly respond to member, prospective member, and program member questions.
- Take steps to building committed and connected relationships with members, volunteers, and collaborative partners.
- Directly handle and resolve membership concerns and informs supervisor of unusual situations or unresolved issues.
- Maintain branch and association certifications in CPR/AED, Blood-borne Pathogens, branch orientation, and Branch Emergency procedures.

## **Qualifications:**

- Computer Proficiency with MS Office Suite
- 1+ years of experience in work relating to customer service, either paid or volunteer preferred
- Previous YMCA or non-profit experience preferred

Apply Online at: <http://tinyurl.com/yo99wqzr>

Source: Employer Website

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# Administrative Assistant (Sandy Springs)



2 Concourse Pkwy Ste 800 Atlanta, GA, 30328

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Provides a broad variety of administrative and staff support services for an assigned group or manager. Other duties may include: collects and interprets data to produce reports; conducts special projects; coordinates meetings, conferences, presentations and travel arrangements; and composes correspondence and other documentation as needed.

**Qualifications:**

- High school diploma or equivalent
- Four to five years of experience in administrative and support staff activities

\$20.00 - \$28.19 an hour

Apply Online at: <http://tinyurl.com/yru6yp3l>

Source: Employer Website

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# Front Desk Associate (Roswell)



215 Hembree Park Dr Suite 135, Roswell, GA 30076

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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. This is an in-person job at our warehouse office in Roswell.

- Answer and handle all incoming phone calls, emails, and other messages.
- Create and send proposals to prospective clients.
- Be active on our Facebook groups and Instagram account.
- Assist with general secretarial work.

## **Qualifications:**

- Four-year degree from a known University is helpful

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

Apply Online at: <http://tinyurl.com/yphbmr92>

Source: Indeed

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# Customer Service Coordinator (Buckhead)



3344 Peachtree Rd NE, Suite 1800, Atlanta, GA 30326.

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## **Responsibilities:**

- Develop and maintain positive customer relations by creating and sustaining good will and by providing consistently responsive quality service.
- Maintain Amenity Areas use, such as Customer Conference Room Reservations and set up and prepare License Agreements for Atrium use.
- Monitor signs of customer “health” (i.e. through move-ins, move-outs, customer notices, etc.)
- Assist Property Management staff with the planning and implementation of periodic customer events.
- Coordinate special customer and vendor mailings such as holiday cards and other customer notifications, including customer anniversaries, monthly calendars, and reminders of scheduled events.
- Prepare new customer packages, welcome letters, and assist with move-in / move-out process.
- Ensures phones are answered in a friendly, professional manner; taking messages or forwarding calls as necessary, but answering requests directly whenever possible.
- Perform general reception duties – greet walk-in customers, visitors, vendors, and contractors; handle their needs and direct them to the appropriate staff.
- Assist with correspondence and customer emails or mailings.

## **Qualifications:**

- High school diploma required or GED is required; Bachelor’s degree preferred.
- A minimum of two years of experience in customer service is required.
- Real estate experience preferred.
- Proficiency in Microsoft Office Suite (Excel, Word, PowerPoint, Outlook) is required.

Apply Online at: <http://tinyurl.com/ytkc4z6o>

Source: Employer Website

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# Front Office Assistant (Buckhead)



3379 Peachtree Rd NE #800, Atlanta, GA 30326

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Reporting to the Office Manager/Administrator, the primary role is scheduling appointments, giving information to callers, and relieving officials of clerical work and minor administrative/business detail.

- Greet patients and visitors in person and on the telephone.
- Answer inquiries or refers questions to other team members.
- Prepare and maintain patient charts for daily and weekly medical procedures.
- Ensure accurate patient data is input into the computer system daily.
- Process all credit card refunds and airfare reimbursement requests by preparing forms for the Finance Department.
- Process room reservation fees by inputting reservations into the computer system and log.
- Field all incoming collection calls regarding financial issues and refer to Senior Counselor if necessary.
- Schedule patients for procedures, consultations, and post-operative visits.
- Coordinate appointments with Senior Counselors and the Patient Services Department staff.
- Follow Bosley guidelines established for scheduling to ensure the most effective and optimum utilization of consultation and procedure rooms.
- Transfer administrative notes from patient's consultation into the computer system.

## **Qualifications:**

- AA or equivalent from 2-year college or technical school; or 6 months to 1-year related experience and/or training; or equivalent combination of education and experience.

Up to \$20 an hour

Apply Online at: <http://tinyurl.com/yrr8n7rq>

Source: Indeed

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# Administrative Assistant (Perimeter)



1455 Lincoln Pkwy E, Atlanta, GA 30346

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## Responsibilities:

- Handle general administrative office functions
- Answer all incoming calls
- Provide exceptional service to customers and operate phone system in a professional manner
- Greet visitors and manage logistics for onsite meetings
- Provide calendar management including organizing meetings, travel and conference calls
- Conduct daily data entry and prepare data entry reports
- Manage special projects

## Qualifications:

- Two years of administrative experience, preferably in an office environment
- Proficiency with Microsoft Office Applications
- Real Estate knowledge preferred
- Associates degree and above preferred

\$15 - \$16 an hour

Apply Online at: <http://tinyurl.com/ytuj5tu3>

Source: Indeed

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# Executive Assistant II (Sandy Springs)



6205 Peachtree Dunwoody Road, Atlanta, GA 30328

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We currently have an exciting opportunity for an Executive Assistant to provide support to the Vice President. This person will provide seamless execution of tasks, including team management and assistance with correspondence, extensive calendar coordination, meeting preparation, payment processing, recordkeeping, and management of special projects, as needed.

## **Qualifications:**

- High School Diploma/GED and 7 years' experience in a related field.
- The right candidate could also have a different combination, such as any level degree/certification beyond a HS diploma/GED in a related discipline and 5 years' experience; or 9 years' experience in a related field
- General knowledge of MS Office software (Word, PowerPoint, Excel, and Outlook) and Oracle

Apply Online at: <http://tinyurl.com/yvdy7ksd>

Source: Indeed

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# Assisted Living Concierge – Weekends (Dunwoody)



2026 Womack Road, Atlanta, GA 30338

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## Responsibilities:

- Oversees the community entry area for visitors, guests and residents, extends a warm welcome and greeting, offers and provides beverages to visitors and guests.
- Works with ED and Sales Counselors to meet with prospective residents, families or visitors and ensures wait times are minimal.
- Answers incoming telephone calls and resident calls promptly with appropriate greeting.
- Takes messages and circulates to intended recipient.
- Offers and provides a community overview to caller and determines who to forward call to.
- Manages appointments for residents and family members such as but not limited to salon, transportation, etc.

## Qualifications:

- High School degree / GED required
- Demonstration of proficiency in computer skills, Microsoft office (windows, outlook, excel) and the ability to learn new applications
- Customer Service: 1 year (Preferred)

Up to \$17.00 per hour

Apply Online at: <http://tinyurl.com/yv9jv5tl>  
Source: Indeed



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# Sales Administrative Assistant (Buckhead)



3391 Peachtree Road Northeast, Atlanta, GA 30326

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## **Responsibilities:**

- Act as Liaison between Sales Manager(s) and clients in Sales Manager's absence. Take booking inquiry information via phone and prepare proper paperwork.
- Uses various computer word processing and other software packages to enter data, produce contracts, correspondence, forms, memorandum and other documents.
- Answer telephone and respond to caller inquiries speaking in a clear and pleasant manner. Exercise decision making skills to direct caller's request. Accurately record messages for staff and distribute the written messages to the staff members in a timely manner.
- Distribute documents to appropriate persons and locations to ensure prompt processing of time sensitive information by hotel and supplier staff. Transport documents weighing up to 10 pounds to offices, mailrooms and other locations throughout the hotel building. Retrieve documents from and place documents into proper receptacles located up to 6 feet high, such as mailboxes, file cabinets, etc.
- Handle individual reservations for VIP clients. Ensure that all arrangements, including upgrades, are handled properly, coordinating with other departments through oral and written instruction.
- Organize, file and retrieve documents in appropriate binders in order to maintain essential records used in the department operation.

## **Qualifications:**

- Hotel experience preferred.
- High School Diploma, Bachelor's Degree preferred.

Apply Online at: <http://tinyurl.com/ykhgho8b>

Source: Indeed

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# Customer Service Specialist (Roswell)



1005 Holcomb Woods Parkway, Roswell, GA 30076

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## Responsibilities:

- Receive inbound phone calls in a professional and courteous manner; handles or escalates appropriately
- Respond to emails or place outbound calls as needed to assist with customer issues
- Researching customer questions via multiple systems
- Guide callers through troubleshooting, navigating the company eCommerce site or answering golf related inquiries
- Collaborates with other Customer Service Specialists and communicates with other business partners
- Identifies more effective and efficient processes and procedures
- Special order liaison between vendor and customer

## Qualifications:

- High School Diploma or GED
- Min 1 year of call center / or relevant customer service experience
- Call Center experience, highly preferred

Monday to Friday; Weekend availability

Apply Online at: <http://tinyurl.com/yvvdrrmh4>

Source: Indeed

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# Doorperson (Buckhead)



INTERCONTINENTAL  
HOTELS & RESORTS

6600 Peachtree Dunwoody Road, 500 Embassy Row, Atlanta, GA 30328

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## Responsibilities:

- Be familiar and well aware of the hotel in-house activities of the day and key occurrences in the city/location including directions to key points of interests, restaurants, shopping, cinemas, sporting and recreational facilities, banks, consulates, transport systems, and special events.
- Greets guests at all times in a friendly and helpful manner and attempts to learn and use guest's name at every opportunity.
- Focus on the guest needs and go the extra mile. Immediately handles all guests' requests and promptly follows up to ensure satisfaction.
- Ensure a sound knowledge of the local area regarding history, places of interest and special events. Knowledgeable of where further information can be obtained.
- Perform personal services such as delivering messages and packages, running errands and replying to guests' queries and requests.
- Ensure all measures are taken so as to guarantee that guests depart from the hotel with a positive impression of hotel services.
- Attend to guest's complaints, inquiries and requests, refers problems to Manager if he/she unable to assist.
- Take personal interest and pride to ensure that the Bell Service Area, hotel entrance and storing area are kept clean and in an orderly state at all times.
- Whenever possible to anticipate guest's needs, to be aware of all written and spoken requests, to carry out these requests in a courteous and helpful manner.

## Qualifications:

- Must possess previous work experience in a Front Office/Concierge environment or equivalent.

Apply Online at: <http://tinyurl.com/ytg6odxp>

Source: Employer Website

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# Sales Coordinator PT (Roswell)



1075 Holcomb Bridge Road, Roswell, GA 30076

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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 a 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.

\$18 an hour

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

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# Mail Specialist (Alpharetta)

## GOLDFEIN

**Goldfein Claims Management, LLC**

13560 Morris Rd #3150, Alpharetta, GA 30004

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### **Responsibilities:**

Sort through high volumes of physical mail with high attention to detail and organization  
Use problem solving and critical thinking to resolve claims efficiently and effectively

### **Qualifications:**

- No experience necessary
- Training included

\$15 - \$17 an hour

Apply Online at: <http://tinyurl.com/yt7zmpqz>

Source: Indeed

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# Office Administrator (Roswell)



740 Holcomb Bridge Rd, Roswell, GA 30076

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## **Qualifications:**

- 2+ years of experience within a customer facing environment
- 1+ years of experience with Accounts Payable, Accounts Receivable and Payroll (Preferred)
- Must have a valid driver's license and be eligible for coverage under our company insurance policy

Apply Online at: <http://tinyurl.com/ymhgn8qy>

Source: Employer Website

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# Receptionist PT (Alpharetta)



100 Somerby Dr, Alpharetta, GA 30009

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## Responsibilities:

- Answers incoming telephone calls in a cheerful and marketing oriented way, determines purpose of callers, and forwards calls to appropriate personnel or department.
- Retrieves messages from voice mail and forwards to appropriate personnel.
- Takes and delivers messages or transfers calls to voice mail when appropriate personnel are unavailable.
- Answers general questions about the community and provides callers with address, directions, and other information and refers other specific questions to appropriate staff.
- Welcomes on-site visitors, determines nature of business, and announces visitors to appropriate personnel.
- Coordinates guestroom reservations.
- Maintains current list of residents who are hospitalized.
- Updates appointment calendars, including transportation and beauty calendars, as directed.
- Receives, sorts, and routes mail, and maintains and routes publications.

## Qualifications:

- High school diploma or general education degree (GED); or one to three years related experience and/or training; or equivalent combination of education and experience.

From \$13.50 an hour

Apply Online at: <http://tinyurl.com/ytgy6o5x>

Source: Indeed

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# Front Desk Receptionist (Alpharetta)



870 N Main St, Alpharetta, GA 30009

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## Responsibilities:

- Promptly greet patients and visitors in the waiting area in a friendly and helpful manner
- Check in patients, verify insurances, update necessary patient information in the system, and collect copay
- Serve as a patient advocate to provide world-class care in coordination with clinical staff and providers
- Promptly answer incoming phone calls
- Maintain a neat and orderly waiting room
- Assist patients with ambulatory difficulties, including obtaining wheelchairs and provide assistance with walking
- Responsible for opening and closing clinic procedures and reporting
- Perform additional clerical duties as necessary

## Qualifications:

- High school diploma or equivalent
- Minimum of one (1) year of reception/front desk experience (coordinator, receptionist, clerk, agent, specialist, etc.)
- Customer service experience in a healthcare outpatient setting preferred
- Basic computer skills including familiarity with electronic medical records
- Types 25 words per minute

Up to 12-hour shifts during the week or weekend as needed

Apply Online at: <http://tinyurl.com/yttv2vmy>

Source: Employer Website



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# Data Entry Specialist (Remote)



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## Responsibilities:

- Enter data into computer systems accurately and efficiently
- Verify and correct data as needed
- Scan documents and files for electronic storage
- Maintain accurate and up-to-date records
- Prepare reports and presentations from data
- Collaborate with colleagues to ensure data accuracy and completeness

## Qualifications:

- High school diploma or equivalent
- Strong typing skills and attention to detail
- Proficient in MS Office Suite (Word, Excel, PowerPoint)
- Familiarity with data entry procedures and guidelines

\$22.90 - \$27.50 an hour

Apply Online at: <http://tinyurl.com/yophy85y>

Source: Indeed

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# Food Service, Housekeeping, & Other Now Hiring – Week of 1/14/24

## **Groundskeeper (Roswell)**

**\$17 - \$18 an hour**

Haven Residential / Lakehouse at Martin's Landing 1500 Harbor Landing, Roswell, GA 30076

<http://tinyurl.com/ymxhxlmv>

## **Utility Worker - Building Services (Alpharetta)**

**\$15 an hour**

Georgia State University / 3775 Brookside Pkwy, Alpharetta, GA 30022

<http://tinyurl.com/yq2rswwu>

## **Laundry Attendant/Housekeeping PT (Alpharetta)**

**From \$16 an hour**

Embassy Suites / 5955 North Point Parkway, Alpharetta, GA 30022

<http://tinyurl.com/yqwz4cg5>

## **Cashier (Buckhead)**

**\$12 - \$14 an hour**

Goldbergs / 4383 Roswell Rd NE, Atlanta, GA 30342

<http://tinyurl.com/yobpfzrp>

## **Dishwasher (Alpharetta)**

**From \$13 an hour**

Atria Senior Living / 100 Somerby Dr, Alpharetta, GA 30009

<http://tinyurl.com/yp98434s>

## **Housekeeping Attendant (Roswell)**

**\$12 - \$13 an hour**

Motel 6 / 9955 Old Dogwood Road, Roswell, GA 30076

<http://tinyurl.com/ymjgx6a8>

## **Room Attendant (Perimeter)**

**\$14 - \$15 an hour**

Aloft Atlanta Perimeter Center / 6401 Barfield Road, Atlanta, GA 30328

<http://tinyurl.com/yqp8o8mw>

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# Food Service, Housekeeping, & Other Now Hiring – Week of 1/14/24

## **Breakfast Attendant (Alpharetta)**

**\$13 - \$15 an hour**

Aloft Alpharetta / 7895 North Point Parkway, Alpharetta, Georgia 30009

<http://tinyurl.com/yrsre5pj>

## **Dishwasher (Dunwoody)**

**\$14.00 - \$15.50 an hour**

Dunwoody Pines / 4355 Georgetown Square, Dunwoody, GA 30338

<http://tinyurl.com/ysjvl85>



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