
Administrative Assistant (Roswell)



704 Macy Drive, Roswell, GA 30076

Responsibilities:

- Provide administrative support to ensure efficient operation of the office
- Answer and direct phone calls in a polite and professional manner
- Organize and schedule appointments using Outlook Calenda
- Maintain contact lists and manage correspondence
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing system for easy retrieval of documents
- Perform data entry tasks to input and update information in databases
- Transcribe, format, and proofread documents as needed
- Assist in event planning and coordination
- Order office supplies and maintain inventory

Qualifications:

- Proven experience as an administrative assistant or relevant role
- Proficient in using Microsoft Office Suite (Outlook, Word, Excel, PowerPoint)
- Familiarity with Google Suite (Docs, Sheets, Slides)
- Strong computer literacy, including typing speed and accuracy

\$14 - \$21 an hour

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

Source: Indeed

Call Center Reservation Specialist (Sandy Springs)



230 Windsor Pkwy, Sandy Springs, GA 30342

Responsibilities:

- Answering incoming phone calls, voicemails, and emails in a prompt and professional manner
- Utilizing the company's proven sales process which ensures overall success
- Providing accurate and concise information to clients utilizing the tools provided
- Handling reservation confirmations in a timely manner along with service changes & add-ons

Qualifications:

- 1 year experience
- Reliable transportation

Shifts beginning at 7am and ending at 7:45pm. We are looking to add team members with open availability/flexibility. We also require 1-2 weekends per month.

Hourly + commission

Apply Online at: <http://tinyurl.com/yofsw734>

Source: Indeed

Administrative Assistant (Sandy Springs)



270 Carpenter Dr, Atlanta, GA 30328

Assistant will coordinate meetings, schedule appointments, create reports, and act as a key point of contact between CEO and internal and external colleagues.

- Provide real-time scheduling support by booking appointments and managing CEO's calendar to prevent conflicts
- Draft and distribute memos, letters, and other business correspondence
- Enter and track data, create charts and presentations, and report findings
- Interact, on CEO's behalf, with internal colleagues (Psychiatrists, Therapists, etc.), key external partners and business leaders
- Create and manage confidential files
- Scan, upload, and file documents as needed
- Screen, make and direct telephone calls, deciding which need to go to CEO, and which need to be redirected

Qualifications:

- Bachelor's degree preferred
- Prior experience in administration, clerical

\$35,000 - \$38,000 a year

Apply Online at: <http://tinyurl.com/yvn6wo6n>

Source: Indeed

Front Desk and Administrative Associate (Dunwoody)



5339 Chamblee Dunwoody Rd, Dunwoody, GA 30338

Responsibilities:

- Greet and assist visitors professionally and courteously.
- Answer and direct phone calls, ensuring accurate information about our classes, exhibits, and programs.
- Handle email correspondence promptly.
- Enter and process registrations, class details, gift certificates, and supply purchases.
- Process payments and file daily work.
- Contact waitlisted students and facilitating enrollment when space is available.
- Input quarterly prerequisites into the registration system.
- Assist with general administrative tasks, data entry, and filing.
- Responsible for assisting with office supply inventory and purchases.

Qualifications:

- High School diploma; bachelor's degree preferred.
- Administrative and customer-facing experience.
- Proficient in Microsoft Office and registration software.
- Experience with communication software like Canva and Robly.

\$18 an hour

Apply Online at: <http://tinyurl.com/ys8tzlnz>
Source: Indeed

Business Office Associate (Roswell)



11450 Alpharetta Hwy, Roswell, Georgia, 30076

Responsibilities:

- Complete administrative tasks to support all store departments
- Provide customer service by greeting customers and guiding them through paperwork
- Communicate effectively with customers and business partners
- Maintain coverage at information desk and answer multi-line phone system

Qualifications:

- Customer service experience
- Basic computer skills, including word processing and spreadsheets

Apply Online at: <http://tinyurl.com/ynevgd6a>

Source: Employer Website

Receptionist and File Clerk PT (Roswell)



1455 Old Alabama Road, Roswell, GA 30076

Responsibilities:

- Opening and Closing of the office.
- Manage client communication: May be responsible for communicating with clients, answering their questions, and ensuring their needs are met.
- Review scheduled appointments and relevant calendars, remaining conscious of upcoming meetings in office or deadlines of RFEs and NOIDs.
- Scanning application packets, uploading to client portal, regular runs to USPS or UPS to pick up mail.
- Taking payments (cash, Money Order, Check, and LawPay).
- Process mail by scanning in and uploading to DropBox.
- Light cleaning and organizing of commonly used areas of the office, seating area, and conference rooms. (Please note we have housekeeping already so you will not be doing that).
- Provide general administrative support, such as ordering supplies, managing office equipment, and handling other administrative tasks.
- Maintains supplies inventory by checking stock to determine inventory level, anticipating needed supplies, and placing and expediting orders for supplies.

Qualifications:

- High school diploma or equivalent
- Microsoft Office: 1 year (Preferred)
- Customer Service: 1 year (Preferred)
- 1 -3 years of similar experience (preferred)

\$16 - \$17 an hour

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

Source: Employer Website

Executive Assistant (Alpharetta)



5800 Windward Parkway, Alpharetta, GA

Responsibilities:

- Perform clerical, administrative and general office duties of a responsible and confidential nature
- Route and answer correspondence
- Independently establish, organize and maintain documents and initiate follow up as needed
- Compile, analyze and summarize statistics and information in presentation formats
- Communicate new policies and procedure to the department and coordinate the gathering of information as directed,
- Create formulas/formats of moderate complexity and determine hardware/software requirements
- May coordinate off-site meetings and conventions; assist with schedule management; arrange appointments, travel, meetings, conference calls and process expense reports
- May coordinate and track training activities of internal associates
- Maintain database as required
- May assist in workforce scheduling of internal associates

Qualifications:

- 3+ years of administrative support experience in a similar environment
- High School diploma with 3+ years of experience or equivalent education will be considered
- A college degree is great but not required

Apply Online at: <http://tinyurl.com/yus5vgu5>

Source: Employer Website

Front Office Receptionist (Sandy Springs)



5600 Roswell Rd NE Suite F270, Atlanta, GA 30342

Responsibilities:

- Answering incoming calls from customers using multi-line phone system.
- Meeting and greeting customers daily.
- Various administrative functions -- filing, organizing, etc.
- Administrating exams
- Processing orders & transactions

Qualifications:

- Proficient in Microsoft Office and other computer related skills

Apply Online at: <http://tinyurl.com/ys9yeslc>

Source: Indeed

Executive Administrative Assistant (Alpharetta)



2500 Northwinds Pkwy # 500, Alpharetta, GA 30009

This position will work directly with the Tensar Division Leadership team to provide executive administrative support.

- Coordinates onsite and offsite meetings and arranges travel
- Make travel arrangements and complete expense reports for the regional leadership
- Assemble PowerPoint files for management meetings
- Proactively maintain Outlook calendars

Qualifications:

- Minimum of 5 years of administrative experience
- Bachelor's Degree or equivalent relevant experience required

Apply Online at: <http://tinyurl.com/ymbez8nh>

Source: Employer Website

Hotel Front Desk Clerk (Alpharetta)



10990 Westside Parkway, Roswell, GA 30076

Responsibilities:

- Greet guests and check them in and out of the hotel
- Answer phone calls and respond to emails and guest inquiries promptly and professionally
- Assist guests with making reservations, arranging transportation, and providing recommendations for local attractions and dining
- Process payments and handle cash and credit card transactions accurately and securely
- Maintain accurate records of guest interactions, reservations, and payments in the hotel management system
- Ensure compliance with hotel policies and procedures, including safety and security protocols

Qualifications:

- High school diploma or equivalent required; some college coursework in hospitality management or a related field preferred
- Previous experience in hotel front desk operations or customer service preferred
- Proficiency in Microsoft Office and hotel management software preferred

\$15 - \$16 an hour

Apply Online at: <http://tinyurl.com/2x4vpaqg>
Source: Indeed

Customer Engagement Representative (Roswell)



Regional Office | 200 Mansell Court East Suite 100 Roswell, GA 30076

Responsibilities:

- Answering inbound phone calls with energy, excitement, and enthusiasm
- Schedule appointments for tires, rotations, balancing, and repairs
- Provides helpful, friendly, and responsive customer service

Qualifications:

- Customer service: 1 year (Preferred)

8 hour shift

\$17.50 an hour

Apply Online at: <http://tinyurl.com/ypfa89th>

Source: Indeed

Patient Transporter (Sandy Springs)



1000 Johnson Ferry Road NE, Atlanta, GA 30342

Transports neonate, pediatric, adolescent, adult and geriatric patients, equipment, and specimens throughout hospital. Performs housekeeping duties within assigned work areas.

Qualifications:

- Must be certified in cardio-pulmonary resuscitation (CPR).

11a-7:30p; Weekend requirements

Apply Online at: <http://tinyurl.com/yn7lp8xt>

Source: Employer Website

Front Office Supervisor (Roswell)



875 Mansell Road, Roswell, GA 30076

Responsibilities:

- You will rent our cars and sell our products and services
- This includes processing contracts, listening and identifying customer needs, upselling our products and services to enhance their travel experience while providing excellent customer service
- Taking phone calls, extending the rentals, making reservations, answering customer's questions
- Manage and oversee all front desk operations, including check-in/check-out, reservations, and guest services
- Ensure smooth and efficient daily operations of the front desk, including managing staff schedules and assigning tasks.
- Provide exceptional customer service to guests, addressing their needs and resolving any issues or complaints
- Train and supervise front desk staff, ensuring they are knowledgeable about hotel policies and procedures.
- Maintain accurate records of guest interactions and transactions.
- Coordinate with other departments to ensure a seamless guest experience.
- Handle cash transactions and maintain a balanced cash drawer.
- Assist with night audit duties as needed.

Qualifications:

- Associate (Preferred)
- Customer service: 3 years (Required)
- Driver's License (Required)

\$14 - \$15 an hour; Contract

Apply Online at: <http://tinyurl.com/yss9hm54>

Source: Indeed

Executive Assistant / Client Service (Buckhead)



3414 Peachtree Road NE, Atlanta, GA 30326

Responsibilities:

- Assists in day-to-day client service tasks.
- Schedules and facilitates meetings for leadership
- Acts as the primary point of contact for all calls, emails, texts, and all requests for Potter Risk Advisors
- Interact and service clients by assisting with policy changes, billing questions, coverage questions, claim filings and management.
- Maintain relationships and support with carriers & assigned representatives & underwriters
- Plans, executes & take notes for company, and sales & marketing strategy meetings
- Help identify, create, and issue marketing initiatives such as quarterly newsletter, birthday cards, risk conferences for clients, centers of influence and referral partners
- Oversee and organize office filing system, faxes, order marketing materials, office supplies, and other administrative needs

Qualifications:

- Bachelor's Degree or equivalent years in insurance industry
- 2 years + experience in office setting coupled with client service experience

\$20 - \$22 an hour

Apply Online at: <http://tinyurl.com/ym2zxmqn>

Source: Indeed

Patient Administrative Coordinator (Roswell)



1570 Holcomb Bridge Road, Roswell, GA 30076

Responsibilities:

- Greet patients in a friendly, outgoing manner. Verify appointment and assist in completing any necessary paperwork.
- Ensure 360 communication with patients, physicians, other staff members and anyone else involved in the patient's care - including any necessary follow-ups.
- Maintain complex schedules while ensuring that all patients are scheduled the appropriate number of visits. May include coordinating with the Physical Therapist and other staff members to accommodate the patient's needs.
- Assist patients with any insurance-related questions. Verify and explain insurance benefits to every patient, as well as obtaining and tracking any authorizations needed
- Accurately update and maintain records in the electronic medical and billing record system, including billing changes. Follow up for any additional information when appropriate.
- Collect copayments and process in an accurate, timely and professional manner. Issue any receipts and handle any billing-related tasks.
- Accurately input data collected from in-house research. This information provided is pivotal in determining clinic performance.
- Preparing management information, imputing data from in-house research and assuming basic maintenance of clinic supplies and equipment.

Qualifications:

- High school graduate or equivalent
- Experience in a patient centered health care position is an advantage, but is not necessary
- Experience in other positions requiring customer contact and service is also useful

Apply Online at: <http://tinyurl.com/yrb8vdcb>

Source: Employer Website

Event Coordinator (Alpharetta)



1 Golf Club Drive, Alpharetta, GA 30005

Responsibilities:

- Perform general office duties to support the Sales and Banquet team (e.g., filing sending emails, typing, faxing and copying).
- Prepare sales-related documents throughout the sales process (e.g., proposals, contracts, or banquet event orders).
- Follow up on banquet and event inquiries.
- Assist with event coordinating and outlining all event details to the staff, assist with pre-event details such as place cards, menus, and centerpieces, and assist with promoting and marketing club functions.
- Plan, promote and generate enthusiasm and interest for the Clubs golf and social programs; coordinates the efforts of the Clubs professional staff and members.
- Oversee coordination of 20 person or less catered meetings and events.
- Assists in overseeing cleaning and maintenance of meeting space and corresponding heart of the house areas.
- Assist in overseeing furniture and equipment maintenance and that inventory levels are kept in accordance to guidelines.
- Research and analyze new products, pricing and services of competition.
- Conduct daily walk-through of banquet floor to drive client satisfaction and maintain quality standards.

Qualifications:

- High School diploma required, four-year college degree preferred.
- One to three years of customer service in a similar setting preferred.
- Advanced knowledge of computer and Microsoft Office is required.

Apply Online at: <http://tinyurl.com/ytjuh2vh>

Source: Indeed

Admissions Coordinator (Dunwoody)



Southern Live Oak, LLC

1535 Mt Vernon Rd, Dunwoody, GA 30338

Our admissions coordinator is responsible for assisting customers via telephone, Internet, e-mail screens, etc. Processing all inquiries by telephone regarding program descriptions and potential admissions as well as making appropriate referrals out.

Qualifications:

- High School Diploma or GED
- At least 0-2 years of coordinating patient admissions preferred but not required

\$38,000 a year

Apply Online at: <http://tinyurl.com/ym2nbxz5>

Source: Indeed

Retail Office Assistant (Sandy Springs)



1201 Hammond Dr NE, Atlanta, GA 30346

Rooms To Go is hiring an Office Assistant to work in the offices of our beautiful showrooms. Retail 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:

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

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

Source: Employer Website

Food Service, Housekeeping, & Other Now Hiring – Week of 1/21/24

Groundskeeper (Brookhaven)

\$16 - \$18 an hour

Aspire Lenox Park / 1050 Lenox Park Boulevard NE, Atlanta, GA 30319

<http://tinyurl.com/ysj4ybd5>

Busser PT (Alpharetta)

\$15 an hour

Lazy Dog Restaurant & Bar / 10800 Haynes Bridge Road, Alpharetta, GA 30022

<http://tinyurl.com/ylckcnvq>

Car Detailer/Washer (Roswell)

\$11 - \$12 an hour

Avis / 875 Mansell Road, Roswell, GA 30076

<http://tinyurl.com/yrslnzgc>

Donation Attendant PT (Sandy Springs)

\$15 an hour

Salvation Army / 8610 Roswell Road, Sandy Springs, GA 30350

<http://tinyurl.com/yt2998m2>

Groundskeeper (Sandy Springs)

Elme Sandy Springs / 501 N River Pkwy, Atlanta, GA 30350

<http://tinyurl.com/ypdztv7m>

Room Service Attendant (Roswell)

\$13 an hour

DoubleTree by Hilton / 1075 Holcomb Bridge Road, Roswell, GA 30076

<http://tinyurl.com/yvvk7nje>

Veggie Prep (Alpharetta)

\$14 - \$17 an hour

Surcheros / 91 South Main Street, Alpharetta, GA 30009

<http://tinyurl.com/ysu26w4b>

Food Service, Housekeeping, & Other Now Hiring – Week of 1/21/24

Vendor Stock Support Associate (Buckhead)

\$15.75 - \$20.48 an hour

Macy's / 3393 Peachtree Road NE, Atlanta, GA 30326

<http://tinyurl.com/yque8frp>

Juice Bar Team Member (Sandy Springs)

\$10 - \$14 an hour

Clean Juice / 6125 Roswell Road, Atlanta, GA 30328

<http://tinyurl.com/ymbtzzzt>

Valet Parking Attendant PT (Buckhead)

\$15 an hour

Anderson Parking

<http://tinyurl.com/yom8nlfx>

Dishwasher (Buckhead)

\$16 - \$17 an hour

Ecco Buckhead / 3586 Peachtree Road NE, Atlanta, GA 30326

<http://tinyurl.com/yqkx465k>

Server (Roswell)

From \$16 an hour

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

<http://tinyurl.com/yq9hq2t4>