
Professional Assistant II (Sandy Springs)



North Springs High | 7447 Roswell Rd, Sandy Springs, GA 30328

Provides administrative support for one or more persons typically at the middle management level; Performs general office duties including word processing, record and file maintenance, mail distribution, and telephone reception; Interacts with external and internal customers on behalf of the supervisor.

- Maintains established office files and records in accordance with internal procedures
- Receives and refers telephone callers and visitors
- Responds to routine questions and refers more complex requests to appropriate staff member
- Drafts and types routine letters, reports, and memoranda from specific instructions
- Gathers relevant data and compiles statistics and information from identified sources
- Produces a variety of correspondence and reports using software for storing, retrieving, formatting, and integrating data
- Interacts with customers, suppliers, and employees outside of the department on behalf of the supervisor
- Maintains appointment calendars

Qualifications:

- Minimum of 2 years of clerical/administrative experience required
- High School Diploma or GED equivalent

Apply Online at: <http://tinyurl.com/ys2d7pnf>

Source: Employer Website

Receptionist (Perimeter)



Corporate HQ | 1001 Summit Blvd NE, Atlanta, GA 30319

Responsibilities:

- Open and prepare the welcome area to receive team members and guests
- Sign into the phone system; check messages to determine plan of action regarding messages received
- Greet guests and team members as they enter our welcome area
- Receive and direct all incoming calls received on our corporate campus
- Maintain the appearance of the welcome area
- Manage calendar for various corporate meeting spaces
- Manage the key card and visitor system for key card access
- Assist the Executive Assistants when needed
- Close down the welcome area (shutting down all systems opened within the opening procedures)
- Assisting in meeting set up, helping execute corporate functions (i.e. ordering food, supplies, set up, decorating, etc.)
- Assist in day-to-day tasks within the Business Center, including carrier, copier, and supply services and organization of the Business Center including the self service center, storage cabinets, and closets

Qualifications:

- Experience: 2-4 years of work experience within the administrative environment; event planning experience highly preferred
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook)

Apply Online at: <http://tinyurl.com/yko7gsg2>

Source: Indeed

Receptionist PT (Buckhead)



650 Phipps Blvd NE, Atlanta, GA 30326

Responsibilities:

- Greet all visitors in a friendly, courteous and professional manner.
- Screen and require visitors to "sign-in" at reception desk.
- Answer all incoming telephone calls in a courteous and professional manner. Routes telephone calls and takes messages, as appropriate.
- Assist residents with general office needs, i.e. postage, copies, faxes, notary public, etc.
- Type, copy, order and maintain inventory of office supplies.
- Maintain and update emergency contact information.

Qualifications:

- High school diploma or GED (General Educational Development); or one to three months' related experience and/or training; or equivalent combination of education and experience.

Schedule: Part time 11:30pm to 06:30 am. Must be available some weekends.

\$15 - \$16 an hour

Apply Online at: <http://tinyurl.com/yt9zvqfh>

Source: Employer Website

Spa Receptionist & Coordinator (Sandy Springs)



6309 Roswell Road, Atlanta, GA 30328

In this role you will be working the front desk greeting guests, answering multi-line phones, scheduling appointments, checking clients in and out, collecting money, managing inventory, light housekeeping, assisting therapist in the flow of the spa and any other duties as assigned.

Qualifications:

- Strong knowledge of sales

This position will include Every Saturday, our hours of operation are Tuesday- Saturday. Will consider Full Time or Part Time

From \$21 an hour

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

Source: Indeed

Administrative Assistant (Chamblee)



3301 Buckeye Road, Atlanta, GA 30341

Responsibilities:

- Provide administrative support to ensure efficient operation of the office
- Answer and direct phone calls, take messages, and respond to inquiries
- Manage calendars, schedule appointments, and coordinate meetings
- Prepare and edit correspondence, reports, and presentations
- Assist in the preparation of regularly scheduled reports
- Maintain office supplies inventory and place orders when necessary
- Organize and maintain filing systems, both electronic and physical
- Coordinate travel arrangements for staff members
- Assist with event planning and coordination
- Perform general clerical duties, such as photocopying, scanning, faxing, and mailing

Qualifications:

- Clerical: 1 year (Required)
- Customer service: 1 year (Required)
- Microsoft Outlook: 2 years (Required)
- Microsoft Office: 2 years (Required)

8:00 AM - 5:00 PM

\$16 an hour

Apply Online at: <http://tinyurl.com/yozcb7er>

Source: Indeed

Posted 1/28/2024

Administrative Assistant – Contract (Sandy Springs)



Sisecam Chemicals Resources

5 Concourse Pkwy #2500, Sandy Springs, GA 30328

Responsibilities:

- Maintain calendars, schedule meetings and appointments.
- Arrange domestic and international travel, including preparation of international travel documents/itineraries, if necessary, and in accordance with the company's current Travel Policy and Procedures.
- Coordinate details of on- and off-site department and team meetings and other events. Manage catering needs for appropriate functions.
- Review reports, slide decks, communications, and check against project deadlines.
- Prepare expense reports for Leadership Team utilizing the company's electronic expense report program, Concur.
- Compose, copy, and distribute routine correspondence and memoranda, reports, documents, and assist in the preparation of department/corporate presentations by compiling and preparing materials as needed.
- Set up, organize, automate, and maintain correspondence files and other departmental records so that they are easily retrievable.
- Receive visitors at the front desk.

Qualifications:

- Minimum of three (3) to five (5) years of administrative support experience with duties having included administrative and clerical procedures.
- Strong proficiency with MS Office Suite programs (MS Word, Excel, PowerPoint, and Outlook)
- Experience with databases and maintaining on-line shared systems.

Apply Online at: <http://tinyurl.com/ykbqu2f9>

Source: Indeed

Front Desk Receptionist PT (Alpharetta)



Dr. Dana Reid, LLC

Child, Adolescent and Adult Psychiatrist

5755 North Point Pkwy STE 67, Alpharetta, GA 30022

Responsibilities:

- Answer phone calls, taking messages and returning voicemails
- Scheduling new and existing patients
- E-mail correspondence with potential new and existing patients
- Checking patients in/out, collecting payment from patients
- Schedule optimization, make sure patients confirm appointments; ensuring schedule is full, filling up cancellations, managing appointment reminders
- Faxing and scanning of documents, data entry and upload files into EMR
- Open and close front office, checking mail, helping to keep office tidy
- Handling Prior Authorization's, providing Superbill, completing forms such as school forms, letters for patients
- Sending thank you e-mails/letters to referring providers and other physicians
- Picking up supplies for office and occasional errands
- Basic marketing of practice to potential clients, providers, physicians

Qualifications:

- Microsoft Office: 3 years (Preferred)
- Customer Service: 3 years (Preferred)
- Typing, strong computer skills, scanning and windows based software experience
- Experience working with electronic medical records is valuable
 - Previous experience working for a mental health care provider is a huge plus

Position is part-time, up to 24 hours per week, regular business hours

Pay is \$18+ per hour or higher depending on experience

Apply Online at: <http://tinyurl.com/yunp9mhj>

Source: Indeed

Brokerage Administrative Clerk (Johns Creek)



Saia LTL Freight

11465 Johns Creek Pkwy, Johns Creek, GA 30097

The Brokerage Admin Clerk will support the Ops Team by scheduling appointments and entering data into the company's operating system.

- Enters approved shipment orders into MG System with freight data and rate.
- Schedules pickup and delivery appointments as required.
- Communicates back to the CRS/Customer when scheduling conflicts arise.
- Maintains accurate details and updates in MG system.
- Assigns loads to the appropriate CSR/Dispatch Team.
- Coordinates with other departments as needed, including customer service, dispatch & accounting.

Qualifications:

- High School diploma or equivalent
- Previous transportation experience a plus

\$18.14 - \$20.81 an hour

Apply Online at: <http://tinyurl.com/yvgyec52>

Source: Employer Website

Front Desk Agent (Perimeter)



6401 Barfield Road, Atlanta, GA 30328

The Front Desk Agent will be responsible for maintaining accurate records, handling calls and scheduling appointments.

[No qualifications specified in ad.]

\$14 - \$15 an hour

Apply Online at: <http://tinyurl.com/yv2fhbbq>

Source: Indeed

Posted 1/28/2024

Executive Assistant to Head of School (Buckhead)



282 Mount Paran Road NW, Atlanta, GA 30327

Responsibilities:

- Provide general administrative services to the Head of School while continually maintaining high standards when managing confidential information
- Coordinate scheduling of appointments and maintain the Head's calendars
- Serve as liaison between the Head and the Board of Trustees
- Monitor and regularly manage the Head's to-do list, including but not limited to screening daily mail
- Manage the Head's internal communications
- Track the Head's budgets and expenditures to ensure required documentation is accounted for in the Finance Office
- Assist Head in maintaining professional and ongoing relationships with affiliated schools and non-school groups as directed by Head
- Facilitate Head's agenda items for the Leadership Team meetings; record minutes and follow up to ensure that action items are completed
- Assist the Head with all aspects concerning the SAIS accreditation process
- Maintain paper and electronic filing systems for the Head of School

Qualifications:

- A minimum of a Bachelor's degree
- Proven experience should reflect a deep understanding of assisting top management
- Excellent computer literacy skills

\$63,500 - \$68,500 a year

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

Source: Indeed

Legal Assistant - Entry Level (Alpharetta)



RAS Crane LLC

13010 Morris Road, Alpharetta, GA 30004

All new hires go through a formal orientation and training program where they train on the tasks for which they will eventually be responsible. Initially, tasks would be administrative in nature and would include updating accounts/files, e-filing, researching documents, and new file set-up.

[No qualifications specified in ad.]

Apply Online at: <http://tinyurl.com/ys3wbwrc>

Source: Indeed

Billing Support Representative (Brookhaven)

**NORTHSIDE
HOSPITAL**

Northside Hospital Business Office

1001 Perimeter Summit Pkwy, Atlanta, GA 30319

Responsibilities:

- Performs daily transmission of claims using the electronic billing system.
- Maintains current status on all management reports and completes them within the required timeframe.
- Mails necessary forms and/or medical records to third party payors in a timely manner.
- Prepares daily, weekly, and monthly billing reports by the required deadline and distributes these reports to appropriate personnel.
- Balances the variance report daily to ensure all transmissions have been received by the payors.

Qualifications:

- One (1) year experience in billing, OR Associate's Degree in Business.
 - Basic typing ability
- Preferred:**
- B.S. degree in Business or Accounting.
 - Two (2) years experience in insurance billing, or related area.
 - Prior hospital or healthcare experience.

Apply Online at: <http://tinyurl.com/yws368qa>

Source: Employer Website

Spa Receptionist PT (Buckhead)



The NOW Massage

3655 Roswell Rd NE, Atlanta, GA 30342

The Spa Receptionist / Experience Guide is responsible for the reception area and overall seamless daily operations of the facility. Includes, but is not limited to, the greeting of all guests, answering phone calls, assisting guests with questions regarding services and products, booking all appointments, promoting membership sales, checking the guest into the computer system, customizing the guest's massage, and charging for services performed.

[No qualifications specified in ad.]

\$13 - \$15 an hour

Apply Online at: <http://tinyurl.com/yoht6z5e>

Source: Indeed

Administrative Assistant (Buckhead)



5064 Roswell Road, Atlanta, GA 30342

Responsibilities:

- Scanning documents
- Data Entry (Microsoft Word and Excel)
- Organize and schedule appointments (maintaining calendar), meetings, and travel arrangements (Talking with clients in person)
- Maintain contact lists and manage correspondence
- Produce and distribute correspondence memos, letters, faxes, and form
- Maintain a filing system
- Order office supplies and research new deals and suppliers

Qualifications:

- Proven experience as an administrative assistant or relevant role
- Proficiency in MS Office (MS Excel and MS Word, in particular)
- Customer service: 1 year (Preferred)

Monday to Friday

\$40,000 - \$50,000 a year

Apply Online at: <http://tinyurl.com/yq9xtxkt>

Source: Indeed

Auto Porter / Rental Admin Assistant (Alpharetta)



NORTH POINT VOLVO CARS
1570 MANSELL ROAD ALPHARETTA, GA 30009

1570 Mansell Road, Alpharetta, GA 30009

Responsibilities:

- Greet customers and assist the Service Advisors
- Allocate suitable rentals for customers
- Ensure that the rentals are on the repair orders and paid
- Keep up with the rental fleet as far as maintenance and any damage that may occur
- Provide exceptional service and ensure a premium rental experience for every customer
- Prepare rental agreements while advising on and up-selling vehicles and optional extras according to customer's needs
- Keep Service Lane clear and clean
- Shuttle customers to nearby locations when necessary
- Test drive cars (clean driving record is a must)
- Run parts to Technicians from the parts department
- Maintain the parking lot in a neat and organized manner

Qualifications:

- Previous car rental or insurance replacement experience is preferred
- Clean driving record

Apply Online at: <http://tinyurl.com/yo82foqe>

Source: Employer Website

Receptionist (Chamblee)



HENNESSY LEXUS
ATLANTA

5955 Peachtree Industrial Boulevard, Atlanta, GA 30341

Responsibilities:

- Answer incoming calls in a courteous and professional manner.
- Direct calls to the appropriate department or person.
- Take accurate messages when the appropriate employee is unavailable.
- Greet customers as they enter the dealership showroom and direct them to the appropriate department or person.
- Provide administrative support to the sales and service teams as needed.

Qualifications:

- Previous customer service or administrative experience in a high volume environment.

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

Source: Indeed

Food Service, Housekeeping, & Other Now Hiring – Week of 1/28/24

Groundskeeper (Sandy Springs)

\$15 an hour

The Morgan Sandy Springs / 6125 Roswell Road, Atlanta, GA 30328

<http://tinyurl.com/yo69x6nd>

Dishwasher (Dunwoody)

\$15 - \$18 an hour

Snooze / 4585 Ashford Dunwoody Rd Dunwoody, GA 30346

<http://tinyurl.com/yk8e832q>

Crew Member PT (Sandy Springs)

\$14 an hour

Nothing Bundt Cakes / 5975 Roswell Rd Suite A-103, Sandy Springs, GA 30328

<http://tinyurl.com/yny4fnql>

Groundskeeper (Roswell)

\$17 - \$18 an hour

Roswell Creek Apartments / 1000 Holcomb Bridge Road, Roswell, GA 30076

<http://tinyurl.com/yq9vm7uk>

Building Custodian I (Sandy Springs)

Sandy Springs Middle School / 8750 Pride Pl, Sandy Springs, GA 30350

<http://tinyurl.com/ynmk5xte>

JANITOR/DISHWASHER PT (Chamblee)

\$10 - \$15 an hour

Bowlero / 2175 Savoy Drive, Atlanta, GA 30341

<http://tinyurl.com/yq2npddb>

Warehouse Associate (Alpharetta)

\$20 an hour; Forklift certification preferred

Cennox / 1015 Windward Ridge Parkway Alpharetta, GA 30005

<http://tinyurl.com/ylywofb9>

Food Service, Housekeeping, & Other Now Hiring – Week of 1/28/24

Laundry Attendant PT (Perimeter)

\$12.50 an hour

Heyday Skincare / 123 Perimeter Center W #300, Dunwoody, GA 30346

<http://tinyurl.com/ywoudd2v>

Valet Parking Attendant (Alpharetta)

\$14 - \$20 an hour

PMC / The Hamilton | 35 Milton Avenue, Alpharetta, GA 30009

<http://tinyurl.com/ytnzhwn3>

Housekeeper/Utility Worker (Alpharetta)

\$14.50 - \$14.75 an hour

Legacy Ridge at Alpharetta / 4125 North Point Parkway, Alpharetta, GA 30005

<http://tinyurl.com/yotw8meg>

Utility Buffet Server (Roswell)

\$13.50 - \$14.00 an hour

Vickery Rose Retirement Resort / 295 East Crossville Road, Roswell, GA 30075

<http://tinyurl.com/yne657ga>

Cashier (Perimeter)

From \$13 an hour

Academy Sports + Outdoors / 130 Perimeter Center West, Atlanta, GA 30346

<http://tinyurl.com/ywugupgs>

Dishwasher (Buckhead)

\$15 - \$17 an hour

North Italia / 3393 Peachtree Road NE, Atlanta, GA 30326

<http://tinyurl.com/yva9t37o>

Dishwasher (Alpharetta)

\$16 - \$20 an hour

Rina Avalon / 3180 Avalon Blvd, Alpharetta, GA 30009

<http://tinyurl.com/ykaoglg6>