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# Office Assistant Manager (Roswell)



2500 Old Alabama Road, Roswell, GA 30076

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## Responsibilities:

- Responding to phone and email inquiries
- Coordinating with coaches, parents, students, and schools
- Working closely with other teams within the company
- A variety of other administrative tasks

## Qualifications:

- Customer service experience
- Reliable transportation
- Either knows how to play chess or is willing to learn the basics

\$12 - \$15 an hour

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

Source: Indeed

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# Administrative Assistant (Brookhaven)



## Peachtree Road Lutheran Preschool

3686 Peachtree Road NE, Atlanta, GA 30319

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### Responsibilities:

- Provides administrative support to ensure efficient operation of office.
- Answers phone calls, schedules meetings and supports visitors.
- Carries out administrative duties such as filing, typing, copying, binding, scanning etc.
- Exhibits polite and professional communication via phone, e-mail, and mail.
- Supports team by performing tasks related to organization and strong communication.
- Provides information by answering questions and requests.
- Maintains supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies.

### Qualifications:

- Education administration: 1 year (Preferred)
- Proficient in Microsoft Word, Excel etc.

\$15.00 - \$18.00 per hour

Apply Online at: <http://tinyurl.com/yt3ar9v4>

Source: Indeed

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# Coordinator – Administration (Dunwoody)



3 Dunwoody Park Suite 122, Atlanta, GA 30338

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## **Responsibilities:**

- Maintain multiple Excel spreadsheets for the creation of schedules, monitoring of business equipment, and client data
- Become proficient with operations software to implement schedules, payroll, invoicing, and reports.
- Understand and track monthly profitability, expenses, and financials.
- Manage the collections process so all clients are paying on time
- Monitor the overtime and scheduling of all security officers
- Assist with the hiring process and ensure all hiring paperwork is completed on time.
- Ensure compliance with state licensing process of all security officers.
- Maintain physical and electronic filing systems.
- Communicate with the owner as needed to problem solve and gain accurate information for expenses.
- Provide customer service support to clients on general questions, operations software support, invoicing, and collections by communicating in a helpful manner via phone and/or email.

## **Qualifications:**

- High school diploma or equivalent required
- Associates degree in relevant area preferred
- Minimum of one year in a growing organization with a fast-paced office environment
- Experience with using Excel to manage reports and analysis processes
- Experience with accounting systems preferred, but not required

Apply Online at: <http://tinyurl.com/ywuuq67wc>

Source: Indeed

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# PT Administrative Assistant - Evenings (Sandy Springs)



5607 Glenridge Drive, Atlanta, GA 30342

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## **Responsibilities:**

- Answer, direct, and manager incoming calls; coordinate sorting and processing and incoming and outgoing mail; greet visitors.
- Provide clerical support to various departments as needed.

## **Qualifications:**

- High School diploma or GED required
- One year administrative / clerical support experience required.
- One year experience using a computer, copier, fax machine and Microsoft Word and Excel
- One year experience in a healthcare environment preferred.

Apply Online at: <http://tinyurl.com/yock8n5l>

Source: Indeed

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# Front Desk/Clerical Support (Alpharetta)



11100 Atlantis Pl, Alpharetta, GA 30022

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## **Responsibilities:**

- Greeting visitors, guests, and employees as they enter the building.
- Receiving and distributing packages from various delivery services
- Monitoring office attendance
- Preparing and verifying expense reports for management
- Check daily timesheets for accuracy and prepare reports as needed for management.
- Maintain office supply inventory.
- Filing and scanning documents
- Assist with office organization.

## **Qualifications:**

- High school diploma or GED certificate, college education is a plus.
- 1+ years of experience as an administrative related role
- Proficient with Microsoft Suite, especially Excel, and common office equipment

\$16 - \$17 an hour

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

Source: Indeed

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# Human Resources Associate (Alpharetta)



1735 Founders Parkway, Alpharetta, GA 30009

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## **Responsibilities:**

- Serve as a point of contact for employee inquiries and concerns.
- Foster positive relationships between employees and management.
- Assist in resolving workplace conflicts and issues.
- Learn and stay informed about federal, state, and local employment laws and regulations.
- Ensure company policies and procedures align with current legal requirements.
- Support the recruitment process, including posting job openings and scheduling interviews.
- Serve as the main liaison between the company and temporary staffing agencies, managing the recruitment process and ensuring the timely placement of qualified candidates.
- Assist with benefits enrollment and answer employee questions regarding benefits.

## **Qualifications:**

- Bachelor's Degree or equivalent experience.
- 3-5 years of experience in a human resources role.

\$50,000 - \$55,000 a year

Apply Online at: <http://tinyurl.com/2akqo5ed>

Source: Indeed

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# Front Desk Receptionist (Roswell)



1357 Hembree Rd Suite 220, Roswell, GA 30076

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## Responsibilities:

- Communicating directly with patients and their needs
- Greeting Patients: checking in, collecting copay, verifying insurance, preparing charts
- Checking out Patients: scheduling, referring, verifying prescription based on individual needs
- Assisting Patients to vehicle when necessary
- Effectively process messages between patients and administration or other medical offices
- Report to office manager and/or practice administrator

## Qualifications:

- Experience using eClinicalWorks or other EHR system preferred
- 1 year clinical experience preferred
- Bachelor's Degree preferred, or equivalent combination of education, training and experience

Monday to Friday; 8 hour shift; Must be willing to travel to other locations

Apply Online at: <http://tinyurl.com/ym3kouv>

Source: Indeed

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# Administrative Assistant / Operations Coordinator (Alpharetta)



5950 Shiloh Rd E suite d, Alpharetta, GA 30005

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## Responsibilities:

- Provide administrative support to ensure efficient office operations.
- Manage and schedule customer's technical service appointments.
- Manage and maintain executives' schedules, appointments, and travel arrangements.
- Assist in the preparation of reports, presentations, and data analysis.
- Draft and proofread correspondence, reports, and documents.
- Maintain and organize filing systems, both physical and digital.
- Coordinate and schedule meetings, conferences, and other office events.
- Handle office supplies procurement and inventory management.
- Perform general accounting and clerical duties.

## Qualifications:

- Proven experience as an administrative assistant or in a related operational role.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), QuickBooks or other cloud-based accounting systems.
- High school diploma required; Business degree preferred. Additional qualifications in Office Administration or a related field are a plus.

Monday to Friday

\$22 - \$25 an hour

Apply Online at: <http://tinyurl.com/ys2vobqn>  
Source: Indeed

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Posted 2/4/2024



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# Client Service Representative (Perimeter)

## **Proliant**

1100 Abernathy Rd NE #1000, Atlanta, GA 30328

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The WOTC Client Service Representative is responsible for answering inbound phone calls using a multi-line system to assist our clients' employees. You are also responsible for performing general clerical duties including, but not limited to, copying, faxing, scanning, mailing, shipping, and filling.

### **Qualifications:**

- Strong PC skills required, including Microsoft Word, Excel and Outlook

Monday- Friday 8:30am- 5:30pm

\$13 - \$15 an hour

Apply Online at: <http://tinyurl.com/yuu92pop>  
Source: Indeed

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# Administrative Assistant (Brookhaven)



1730 Northeast Expy NE, Brookhaven, GA 30329

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## Responsibilities:

- General administrative duties including preparing reports, recordkeeping, assisting with correspondence, and other related support needs
- Assists with recruiting/ staffing process for all roles outside of management/executive openings, including job postings, phone screening candidates, sharing qualified applicants with appropriate decision makers, scheduling interviews, checking references, offer letters, background checks and drug screens
- Responsible for all new hire paperwork, acquiring copies of relevant professional licensing and other onboarding documents
- Maintains employee records in Gusto (HRIS)
- Ensures job descriptions are up to date and accurate
- Assists with ensuring onboarding and offboarding tasks are assigned and completed
- Assists with general marketing related tasks like website updates, social media activities, attending occasional conferences, supporting patient recruitment efforts

## Qualifications:

- Undergraduate degree in human resources, OD, business administration or related field, or 2-year degree and equivalent work experience
- 2-3 years of experience in working as an administrative assistant, preferably within the healthcare industry
- Some general knowledge of all functional areas of human resources (staffing, training/development, employee relations, benefits, payroll, etc) preferred
- Marketing experience preferred

\$50,000 - \$60,000 a year

Apply Online at: <http://tinyurl.com/ym3s8u8e>

Source: Indeed

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# Gift Shops Manager (Sandy Springs)



5665 Peachtree Dunwoody Rd, Atlanta, GA 30342

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Oversees daily operations of the two gift shops within Emory Healthcare. Plans, administers, and monitors shops' capital equipment, operations, and personnel budgets. Processes cash deposits, preparing reports as necessary, and manages daily cash flow. Assists external auditors preparation for annual audits and tax return. Selects, purchases, ensures receipt and payment of and sets retail prices for store merchandise. Develops, implements, and insures adherence to customer service procedures. Determines inventory needs and maintains appropriate inventory levels and product mix. Manages shops' staff, including hiring, scheduling, problem-resolution, training, and performance assessment. Attractively designs, prepares, and displays merchandise, including fresh flower arrangements. Plans and promotes seasonal and selected merchandise to increase sales opportunities. Participates in developing departmental goals and objectives. Meets with other staff members to discuss progress and to develop future courses of action. Supervises staff and manages employee performance. Provides ongoing performance feedback, addresses problems, hires, orients and trains employees, verifies competency and identifies and suggests ways to develop skills. Schedules staff and monitors workflow.

## **Qualifications:**

- Two years of college coursework.
- Six years of retail experience which includes two years of management experience.
- Knowledge of various personal computer software packages.

Apply Online at: <http://tinyurl.com/ynv79hyp>

Source: Indeed

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# Automotive Cashier (Roswell)



11446 Alpharetta Hwy, Roswell, GA 30076

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## **Qualifications:**

- Cashier Experience is a plus but not required.
- Computer, Communication, and Customer Service skills are required.

From \$15 an hour

Apply Online at: <http://tinyurl.com/ykcbnr4g>

Source: Indeed

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Posted 2/4/2024

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# Administrative Assistant (Alpharetta)



900 North Point Pkwy Suite 300, Alpharetta, GA 30005

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## Responsibilities:

- Answer email
- Download and process various documents from carrier websites
- Answer phone calls
- Distribute email/mail/faxes
- Send Renewal Questionnaires
- Request consent to receive documents electronically for new business and renewal accounts
- Assist with projects as assigned

## Qualifications:

- Minimum high school diploma
- Proficient with MS Office Suite
- P&C Licensed with Georgia Department of Insurance preferred

Apply Online at: <http://tinyurl.com/ykv46po3>

Source: Employer Website

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# Receptionist PT (Roswell)



11225 Alpharetta Highway, Roswell, GA 30076

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## Responsibilities:

- Answer dealership group phones, greet and receive prospects and customers
- Direct customers to the correct department, notify the appropriate person that a customer is waiting, and introduce the customer to the salesperson
- Work cooperatively with the sales and other internal teams
- Communicate with callers and visitors in a professional, friendly, and efficient manner
- Type memos, correspondence, reports, and other documents

## Qualifications:

- Valid driver's license and clean driving record

\$13 - \$15 an hour

Apply Online at: <http://tinyurl.com/2a864668>

Source: Indeed

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# Customer Solutions Specialist I (Buckhead)



5500 Interstate N Pkwy, Atlanta, GA 30328

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The Customer Solutions Specialist I will be the first contact for our customers handling inbound calls regarding underwriting and billing issues, program inquiries, policy changes, and other corporate subjects. This is an entry-level customer service position.

- Respond to incoming calls and provide prompt and accurate information to caller's inquiries in accordance with the company's customer quality standards.
- Assist with underwriting activities when requested or when additional time is available.
- Understand regulatory/statutory requirements in accordance to underwriting guidelines and ensure compliance with industry and company policies.
- Properly utilize the policy management system and understand it's features and functionality.

## **Qualifications:**

- Prior experience in a phone-based customer service environment.
- HS Diploma or equivalent.
- Bachelor's Degree preferred

Apply Online at: <http://tinyurl.com/285x3ak2>

Source: Indeed

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# Sales Administrative Assistant (Buckhead)



3391 Peachtree Road NE, 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.
- Basic administrative knowledge

Apply Online at: <http://tinyurl.com/2csqld39>

Source: Indeed



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# Customer Service Representative (Roswell)



490 Sun Valley Dr #202, Roswell, GA 30076

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## **Responsibilities:**

- Fielding calls from customers
- Scheduling services
- Updating customer files

## **Qualifications:**

- Working knowledge of Microsoft Office Suite
- High school diploma or equivalent

Apply Online at: <http://tinyurl.com/2cvn8puf>

Source: Indeed

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# Guest Services Agent (Dunwoody)



6260 Peachtree Dunwoody Road, Atlanta, GA 30328

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## Responsibilities:

- Greet and welcome all guests approaching the Front Desk in accordance with Highgate Hotel standards.
- Maintain proper operation of the PBX console and ensure that all hotel standards are met (if applicable).
- Answer guest inquiries about hotel services, facilities and hours of operation in a timely manner.
- Ensure logging and delivery of packages, mail and messages to guests and meeting rooms.
- Review Front Office log and Trace File daily.
- Answer inquiries from guests regarding restaurants, transportation, entertainment, etc.
- Follow all cash handling and credit policies.

## Qualifications:

- College course work in related field helpful.
- Experience in a hotel or a related field preferred.
- High School diploma or equivalent required.
- Computer experience required.
- Customer Services experience preferred.

Flexible and long hours sometimes required.

Apply Online at: <http://tinyurl.com/295dcyw8>

Source: Employer Website

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# Part Time Customer Service Specialist (Dunwoody)



## **State Farm Operations Center**

4151 Ashford Dunwoody Rd NE, Atlanta, GA 30319

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We answer calls and work behind the scenes with customers, other departments, and agents to get the job done right, from 6 am - 10 pm, 7 days a week.

Selected candidates will participate in mandatory training that is paid at the same hourly rate as after training! Training schedules will vary based on shift and role. Training is approximately 14 weeks in duration.

Care Center Specialists include both licensed and unlicensed responsibilities. If selected for a role that requires licensing, you must obtain and maintain state licensing

Schedules require availability on the weekends and/or holidays  
Part-time opportunities are approximately 24 hours per week.

\$19.75 an hour

Apply Online at: <http://tinyurl.com/274aj6u4>

Source: Employer Website

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# School Data Clerk (Roswell)



## **Roswell High School**

11595 King Rd, Roswell, GA 30075

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### **Responsibilities:**

- Coordinates procedures for issuance of SASIxp, eSchoolPlus and Encore, and IntegratePro user IDs and passwords; Reissues passwords when security has been compromised
- Enters student “entry” and “leave” data daily and updates demographic data as changes are presented
- Enters student schedules, adding/dropping students in appropriate sections for all classes after master schedules have been developed by the administration
- Imports Georgia testing identifiers on a regular basis to ensure assignment for each student
- Works closely with leadership and data reporting core team members to ensure accuracy on all state and federal reporting based on Department of Education guidelines
- Ensures accuracy and integrity of students/staff data through the use of various queries and edit reports by continually editing and updating data
- Creates and runs queries and creates/prints various reports for school use as requested by administrators
- Provides training and support for school clerical staff on accessing/updating student information, locating students using student schedules, and student check-in/out procedures

### **Qualifications:**

- High School Diploma or GED equivalent or higher
- Minimum 2 years clerical/secretarial experience required; Experience in data processing preferred
- Must be Proficient (70%) in Microsoft Suite, including a minimum of 5000 keystrokes required; 7000+ keystrokes preferred

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

Source: Employer Website

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# Receptionist / Administrative Assistant PT (Brookhaven)



1940 Briarwood Ct NE, Brookhaven, GA 30329

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## **Responsibilities:**

- Answering phone calls;
- Scheduling grooming, day care, and sleepover appointments;
- Responding to client emails and messages;
- Administrative/organizational tasks;
- Cleaning of grooming room.

## **Qualifications:**

- High school or equivalent (Preferred)
- Customer Service: 1 year (Preferred)

From \$13 an hour

Apply Online at: <http://tinyurl.com/22lua7fr>

Source: Indeed

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# HR Coordinator (Alpharetta)



10000 Avalon Blvd, Alpharetta, GA 30009

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## Responsibilities:

- Provide administrative support to the HR department, including filing, data entry, and maintaining employee records.
- Assist in the recruitment process by posting job openings, screening resumes, and scheduling interviews.
- Coordinate onboarding activities for new hires, ensuring a smooth and positive orientation experience. Collaborate closely with the Senior Lead of People & Culture to effectively support the onboarding and offboarding processes for talent, ensuring a smooth transition entering and exiting the organization.
- Assist in organizing and conducting employee training and development programs.
- Interface with employees to address inquiries and provide information on HR policies and procedures.
- Assist with HR data entry, ensuring accuracy and completeness of information in HR systems.
- Collaborate with the HR team on projects and initiatives to enhance employee experience.

## Qualifications:

- Previous experience in an HR or administrative role is preferred.
- Proficient in Microsoft Office Suite and comfortable working with ADP software.

This is a hybrid role, and the successful candidate will be expected to work up to 3 days per week in the office. The remaining days can be worked remotely.

Apply Online at: <http://tinyurl.com/24eq2vu5>

Source: Indeed

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# Food Service, Housekeeping, & Other Now Hiring – Week of 2/4/24

## **Cashier/Customer Service PT (Chamblee)**

**\$15 - \$18 an hour**

Gu's Kitchen / 4897 Buford Hwy, Chamblee, GA 30341

<http://tinyurl.com/yrqnj7vc>

## **Merchandiser/Grader PT (Perimeter)**

**\$11.50 an hour**

Goodwill / 1165 Perimeter Center West, Atlanta, GA 30338

<http://tinyurl.com/yvapg9d9>

## **Housekeeper (Roswell)**

**\$15 an hour**

HHS / 3000 Hospital Blvd, Roswell, GA 30076

<http://tinyurl.com/ylyneeqe>

## **Houseman (Buckhead)**

**\$15 an hour**

Element Atlanta / 3491 Piedmont Road, Atlanta, GA 30305

<http://tinyurl.com/ypdfg3mj>

## **Studio Cleaner (Sandy Springs)**

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

SweatHouz Infrared Sauna / 6050 Roswell Rd STE 200, Sandy Springs, GA 30328

<http://tinyurl.com/yr66yh3l>

## **Car Detailer (Chamblee)**

**\$15 an hour**

Carvana / 4420 Buford Hwy NE, Chamblee, GA 30341

<http://tinyurl.com/yvoldrr2>

## **Dishwasher PT (Buckhead)**

**\$12.00 - \$16.50 an hour**

The Cheesecake Factory / 3393 Peachtree Road NE, Atlanta, GA 30326

<http://tinyurl.com/2yk6fz6e>

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# Food Service, Housekeeping, & Other Now Hiring – Week of 2/4/24

**Dishwasher (Roswell)**

**From \$16 an hour**

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

<http://tinyurl.com/23ksutt5>

**Stock & Housekeeping Associate PT (Perimeter)**

Von Maur / 4400 Ashford Dunwoody Road, Atlanta, GA 30346

<http://tinyurl.com/2amjzext>