
Administrative Assistant (Dunwoody)



1637 Mt Vernon Rd #200, Dunwoody, GA 30338

Responsibilities:

- Marketing Assistance - Writing Content for Social Media, Email Marketing
- Sales Assistance - Assisting with Proposal Prep, Maintaining Sales Stats
- Accounting Assistant - Obtaining Info from Clients, Data Entry, Follow up on Missing Info
- Tax Assistant - Organize tax documents, obtain missing info, send final tax returns to clients
- Admin Assistant:
 - Answer and direct phone calls
 - Receive and scan incoming mail and client documents
 - Keep office clean
 - Process payment information
 - Assist with the setup of new clients
 - Record accounting data in Excel and QuickBooks Online

Qualifications:

- High School degree or higher
- Proficiency in Microsoft Excel and Word

\$18 - \$20 an hour

Apply Online at: <http://tinyurl.com/27lds6t8>

Source: Indeed

Front Desk Receptionist (Alpharetta)



3625 Brookside Pkwy #130, Alpharetta, GA 30022

Responsibilities:

- Answer phone calls and emails and communicate relevant information to the appropriate parties
- Make appointments for employees and ensure the calendar is current and correct
- Complete other administrative duties as needed such as data entry, paperwork, photocopying, etc.
- Assure incoming and outgoing mail is managed appropriately and handle deliveries

Qualifications:

- Has experience answering telephone calls and troubleshooting stressful situations
- Must have graduated high school, received a G.E.D. or equivalent
- 1 year of experience as a receptionist, administrative assistant, guest service specialist, or similar position preferred
- Has previous experience with word processing programs and basic computer skills

\$18 - \$21 an hour

Apply Online at: <http://tinyurl.com/268a99sa>

Source: Indeed

Play Center Counselor PT (Buckhead)



1160 Moores Mill Rd NW, Atlanta, GA 30327

Under the direction of the Youth Development Director, the Play Center Attendant will provide care, lead activities, and ensure the safety of children between the ages of three months and twelve years.

Qualifications:

- High school or equivalent (Preferred)
- Childcare: 1 year (Required)

\$12.00 - \$12.50 per hour

Apply Online at: <http://tinyurl.com/2xkq59nt>

Source: Indeed

Office Services Representative (Sandy Springs)



1000 Abernathy Rd NE Suite 600, Atlanta, GA 30328

Responsibilities:

- First point of contact; answer all incoming calls promptly and professionally, maintaining a positive attitude
- Welcome visitors before determining the reason for their visit and directing them accordingly
- Manage conference room schedule, meeting rooms, and welcome screen
- Responsible for handling incoming and outgoing courier packages with UPS/FedEx/DHL
- Provide general clerical and administrative support to AJC Logistics Management
- Process internal requests for office or equipment maintenance and coordinate with vendors or facilities staff through completion
- Assist in event planning for corporate functions and local tradeshow and conventions
- Handle Domestic and International travel arrangements
- Basic accounting responsibilities consolidating AOS vendor invoices

Qualifications:

- Bachelor's Degree or equivalent experience preferred
- Advanced Microsoft Office knowledge especially in Excel is preferred.

Apply Online at: <http://tinyurl.com/279sz4xe>

Source: Employer Website

Customer Service Representative PT - Temp (Buckhead)



Capital Benefit Consultants

3355 Lenox Road NE, Atlanta, GA 30326

Responsibilities:

- Provide exceptional customer service to clients via phone, email, and chat
- Assist customers with inquiries, concerns, and requests
- Analyze customer needs and recommend appropriate solutions
- Perform data entry to update customer information in the system
- Make outbound calls to follow up on customer inquiries or resolve issues

Qualifications:

- Previous experience in a customer service role preferred
- Excellent data entry skills

Monday to Friday

Hybrid remote

\$15 - \$17 an hour

Apply Online at: <http://tinyurl.com/2a7ql4mm>

Source: Indeed

Front Desk Operations Lead (Perimeter)



41 Perimeter Center East, Dunwoody, GA 30346

Responsibilities:

- Provide a positive environment for supportive, recovery-based treatment.
- Serve as primary point of contact for the company including all incoming phone calls, vendors, patients and visitors
- Manage front desk check-in process and monitor security cameras and access systems
- Primary contact for ensuring facility readiness and cleanliness in the mornings:
- Responsible for lobby and conference room appearance being neat and clean at all times
- Maintain order in the lobby
- Assist with lobby appearance and refreshment station when necessary
- Audit and assist in maintaining appropriate office and paper supply levels
- Ensure all on shift tasks are delegated and completed by the end of shift.
- Assist with creation of the front desk schedule and finding coverage for open shifts in the absence of Manager.
- Work collaboratively with Facilities Manager and all other departments to ensure that the Front Desk is operating smoothly and efficiently.

Qualifications:

- Associates degree or equivalent combination of experience, required
- At least two years of experience in a Front Desk, Administrative or equivalent position, required.
- Experience in a healthcare or inpatient hospital setting, preferred.
- Bachelor's degree, preferred

Apply Online at: <http://tinyurl.com/23wnv4wj>

Source: Indeed

Office Clerk Scalehouse (Alpharetta)



11465 Maxwell Road Alpharetta, GA 30004

Serves as the first point of contact for customers depositing waste at a Waste Management Facility; calculates payments, checks loads, and ensures the safety of the customer and other employees through observation of safety rules and regulations.

- Greets customers, directs customers and other traffic, and answers questions accurately.
- Correctly calculates payments for customers.
- Ensures that incoming garbage loads are safe and do not contain any inappropriate material.
- Ensures that customers and employees conduct all business in a safe manner and wear all required Personal Protective Equipment (PPE).
- Provides general upkeep of the Scale House.
- Completes all administrative tasks including regular filing, and completes required reports.

Qualifications:

- Education: High School Diploma or G.E.D (accredited)
- Experience: No prior work experience required.

Apply Online at: <http://tinyurl.com/27sgdzjb>

Source: Employer Website

Front Office Assistant (Alpharetta)



55 Roswell Street, Alpharetta, GA 30009

Responsibilities:

- Greet and assist visitors, providing excellent customer service
- Answer and direct phone calls in a professional and courteous manner
- Transcribe and file documents as needed
- Handle incoming and outgoing mail and packages
- Maintain office supplies inventory and place orders when necessary
- Coordinate appointments and meetings, including scheduling and sending reminders
- Provide administrative support to various departments as needed
- -Provide Social Media post for the office

Qualifications:

- Strong clerical skills, including typing, filing, and organization
- Proficient in using Microsoft Office Suite (Word, Excel, Outlook)
- -Sales background

Monday to Friday

Apply Online at: <http://tinyurl.com/2c6s8cew>

Source: Indeed

Administrative Assistant (Dunwoody)



Jewish Family & Career Services of Atlanta
4549 Chamblee Dunwoody Road, Atlanta, GA 30338

Responsibilities:

- Responsible for the day-to-day administrative duties of the Aviv Older Adult Services Holocaust Survivor Program, which includes reviewing check requests for accuracy, and creating and updating client files and program files.
- Process check requests related to social programming and translation expenses.
- Review transportation program invoices, send expenses with account code to accounting, and enter rides into Sales Force.
- Assisting another administrative assistant with bill payment and handling bill payment when other staff member is on vacation or sick.
- Maintenance of shared folders in Holocaust database and Holocaust Survivor mailing list.
- Work with facilities management to identify files for storage and destruction and maintain records of files.
- Updates and maintains various spreadsheets including Holocaust demographics, Declaration of Assets, Client Expenses and any other spreadsheet deemed appropriate. Creates new spreadsheets as needed.
- Prepares all mailings to Holocaust Survivors and handles mailings related to reparation applications.
- Collects annual survey responses and tallies results.
- Works with accounting, case managers and/or clients directly to resolve outstanding payments on a quarterly basis.

Qualifications:

- College degree preferred.
- Sales Force and Excel knowledge preferred.

Apply Online at: <http://tinyurl.com/225nbeur>

Source: Employer Website

Administrative Assistant (Buckhead)



Land Rover Buckhead

3040 Piedmont Rd NE, Atlanta, GA 30305

Responsibilities:

- Conserves executive's time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; and initiating communications
- Maintains executive's appointment schedule by planning and scheduling meetings, conferences, and teleconferences
- Uses various software, including word processing, spreadsheets, databases, and presentations
- Organizes travel arrangements for executives and other members of the senior leadership team
- Opens, sorts and distributes incoming faxes, emails, and other correspondence
- Works with various vendors to plan, organize, and implement company lunches and annual events

[No qualifications specified in ad.]

Apply Online at: <http://tinyurl.com/2345tkro>

Source: Indeed

Administrative Assistant I / HR Assistant (Brookhaven)



The Salvation Army USA Southern Territory

1424 NE Expy NE, Atlanta, GA 30329

Responsibilities:

- Serves as the point of contact to all internal and external customers seeking information regarding the Human Resources Department
- Coordinates and participates in the various phases of the United Way Campaign on an annual basis.
- Coordinates and maintains the security card process for Territorial Headquarters Officers, employees, and temporary associates, as well as visitors and contractors, as necessary. Maintains the electronic photographs associated with the security card process according to established file folder guidelines.
- Serves as a back-up to review background check reports and supplemental information provided by the Divisions/Commands.
- Reviews and processes all employee forms received from team members and maintains the department employee personnel files.

Qualifications:

- High School Diploma or G.E.D. AND
- Two years of progressively responsible administrative support experience required. Working in a large organization with experience in recordkeeping, filing, Microsoft Word, Excel, PowerPoint, Access, Outlook, and Adobe Acrobat preferred. Experience performing Human Resources recordkeeping responsibilities preferred. OR
- Any equivalent combination of training and experience which provides the necessary knowledge, skill, and abilities.

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

Source: Employer Website

Executive Assistant (Alpharetta)



5800 Windward Parkway, Alpharetta, GA

Responsibilities:

- 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
- Expert knowledge of Microsoft Office (Word, Excel, PowerPoint) with experience producing high quality reports, presentations and other documents preferred

Apply Online at: <http://tinyurl.com/2bzzhzp5>

Source: Employer Website

Human Resources Assistant (Brookhaven)



1730 Northeast Expy NE, Brookhaven, GA 30329

Responsibilities:

- 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
- Supporting other members of the leadership team with admin responsibilities

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 in a human resources department, preferably within the healthcare industry

\$50,000 - 60,000 annually

Apply Online at: <http://tinyurl.com/23er2cj3>

Source: Indeed

HR Coordinator (Sandy Springs)



10 Glenlake Pkwy Ste 600, Atlanta, GA 30328

Responsibilities:

- Facilitates the new hire on-boarding experience by preparing materials, conducting new hire orientation, and following-up with employees
- Inputs and maintains employee data in company Human Resource Information System (HRIS) and ensures compliance with all local, state and federal laws
- Conducts exit interviews for manager level roles and below
- Initiates recruiting requisitions with the Talent Acquisition team
- Produces various HR reports (sign-on bonuses, retention bonuses, severance payments, exit interview data, etc.) requiring analysis and data compilation

Qualifications:

- Associates' Degree or High School Diploma and applicable experience may be substituted in lieu of a Degree
- 1-3 Years human resources experience or a combination of human resources and other relevant professional experience in a direct customer service capacity
- Strong experience with the utilization of MS Office products, including Word, Excel, and PowerPoint
- Strong functional use of a HRIS system

Hybrid remote

Apply Online at: <http://tinyurl.com/2b9v5qm8>

Source: Indeed

Human Resources Generalist (Sandy Springs)



980 Hammond Drive, Atlanta, GA 30328

Responsibilities:

- Conduct initial orientation sessions to familiarize new hires with company culture, values, and expectations
- Stay informed about company policies, industry trends, and best practices to enhance the onboarding process
- Facilitate and lead the background check process
- Address employee inquiries regarding Human Resource policies and other related matters
- Mediate and resolve workplace conflicts in a fair and professional manner
- Maintain accurate and up-to-date employee records and files
- Prepare Human Resource-related reports and documents as needed

Qualifications:

- Bachelor's degree in human resources, business administration, or a related field
- 1+ years of experience in a Human Resource role
- CP/SCP certifications preferred

Apply Online at: <http://tinyurl.com/23jwbm6j>

Source: Employer Website

Administrative Assistant (Sandy Springs)

GREYSTONE

1100 Abernathy Rd NE #900, Atlanta, GA 30328

Responsibilities:

- Monitor the group mailbox and coordinate responses to investor inquiries.
- Receive, identify, track, and store internal and external communication.
- Monitor selected investor systems for newly added or stale work items that require an update or response from the Asset Management team.
- Assist with collecting borrower responses to aging inspection and compliance needs as assigned.
- Organize and schedule team meetings and or events as assigned.
- Take detailed minutes for selected management meetings.
- Coordinate travel and meeting arrangements for the Vice President, Fannie Mae/Freddie Mac Asset Management.
- Assist in the preparation of regularly scheduled reporting.

Qualifications:

- 1+ years of experience in real estate is preferred.
- Proficiency in Microsoft Office, with an emphasis on Outlook and Excel.

Apply Online at: <http://tinyurl.com/22q36xpz>

Source: Employer Website

Receptionist PT (Roswell)



Roswell Infiniti | 11405 Alpharetta Highway, Roswell, GA 30076

Responsibilities:

- Greet customer as the receptionist in a pleasant and professional manner
- Answer incoming phone calls in timely manner/routing them to appropriate departments
- Promptly and efficiently answer customer questions
- Handle customer complaints professionally and refer complaining customer to the appropriate contact for resolution

[No qualifications specified in ad.]

Available Saturday's 9 AM- 5PM

\$15 an hour

Apply Online at: <http://tinyurl.com/2chja949>

Source: Indeed

Front Desk Coordinator / Receptionist PT (Sandy Springs)



The Buckhead Massage Company

6045 Barfield Rd #150, Sandy Springs, GA 30328

Duties include, but are not limited to, greeting incoming clients, answering telephone and scheduling appointments, organizing common areas, processing customer payments, resolving customer problems, other administrative duties, light cleaning.

Qualifications:

- 2 years experience as a receptionist or administrative support professional
- Strong Microsoft Office skills required
- Social media marketing experience/interest
- High school or equivalent

Weekend / evenings

\$14 - \$15 an hour

Apply Online at: <http://tinyurl.com/27g9clgv>

Source: Indeed

Food Service, Housekeeping, & Other Now Hiring – Week of 2/11/24

Hotel Room Attendant (Alpharetta)

\$13.50 - \$14.00 an hour

Hampton Inn / 16785 Old Morris Road, Alpharetta, GA 30004

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

Dishwasher (Perimeter)

Up to \$17 an hour

First Watch / 4718 Ashford Dunwoody Rd Ste 450, Atlanta, GA 30338

<http://tinyurl.com/29v58g83>

Custodian (Chamblee)

\$17.20 an hour

Goodwill of North Georgia / IRS | 4800 Buford Hwy, Atlanta, GA 30341

<http://tinyurl.com/29y7tjgv>

Housekeeper PT (Perimeter)

\$17.25 an hour

WaterWalk Atlanta / 6096 Barfield Road, Sandy Springs, GA 30328

<http://tinyurl.com/27kynycg>

Dishwasher (Perimeter)

\$15 - \$17 an hour

North Italia / 4600 Ashford Dunwoody Rd NE, Dunwoody, GA 30346

<http://tinyurl.com/2bocnvm1>

Part Time Stock Assistant (Buckhead)

\$15 - \$16 an hour

Swoozie's / 4285 Roswell Road NE, Atlanta, GA 30342

<http://tinyurl.com/2cj2n2d9>

Loader/Cart Associate PT (Sandy Springs)

Lowe's / 5925 Roswell Rd N.E., Sandy Springs, GA 30328

<http://tinyurl.com/25tm5478>

Food Service, Housekeeping, & Other Now Hiring – Week of 2/11/24

Host/Hostess (Roswell)

\$13 an hour

PURE taqueria / 1143 Alpharetta St, Roswell, GA 30075

<http://tinyurl.com/23m7g3ja>

Cashier (Buckhead)

\$12 - \$14 an hour

Goldbergs Fine Foods / 4383 Roswell Rd NE, Atlanta, GA 30342

<http://tinyurl.com/26hqtbmy>

Relief Kitchen Helper (Roswell)

\$14.50 - \$15.00 an hour

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

<http://tinyurl.com/27qzhmh5>

Host PT (Sandy Springs)

\$14 - \$16 an hour

Baraonda Restaurant / 6075 Roswell Road, Atlanta, GA 30328

<http://tinyurl.com/29fnbfy6>

Service Porter (Roswell)

\$15 an hour

United BMW / 11458 Alpharetta Highway, Roswell, GA 30076

<http://tinyurl.com/25ue2lw8>