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# Administrative Assistant / Receptionist (Alpharetta)



9550 Nesbit Ferry Road, Alpharetta, GA 30022

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## Responsibilities:

- Manage travel, voicemail, message, and phone line Owners/ CEO and Instructional Supports.
- Provides general clerical duty to management including photocopying and sending outgoing faxes, mail, and courier parcels
- Supports prospective staff and Instructional Supports the interview process by contacting candidates to schedule interviews, reserving meeting space, preparing interview packets for the interview panel, administering computer tests.
- Arrange and process travel, meetings, and other arrangements for management staff.
- Supports application process including organization and filing.
- Prepares and modifies documents including correspondence, reports, spreadsheets, letters, and memos.
- Maintains state files including tracking and filing of grant agreements, visit reports and official correspondence.
- Uses computer word processing, spreadsheet, and database software to prepare reports, memos, and documents.

## Qualifications:

- Associate (Preferred)
- Microsoft Office: 1 year (Preferred)
- Customer Service: 1 year (Preferred)
- Google Suite: 1 year (Required)

\$29,120 - \$31,200 a year

Apply Online at: <https://tinyurl.com/24qwabba>

Source: Indeed

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# Administrative Assistant (Buckhead)



300 W Wieuca Rd NE Ste B101, Atlanta, GA 30342

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Our patient centered, advanced restorative dental practice in Buckhead is looking for someone who truly cares for people and is looking for a career.

**Qualifications:**

- Customer service: 4 years (Required)

\$20 - \$25 an hour

Apply Online at: <https://tinyurl.com/28cshxat>  
Source: Indeed

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# Mail Coordinator (Alpharetta)



CANON BUSINESS PROCESS SERVICES

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## Responsibilities:

- Receive, sort, and deliver all incoming mail & packages according to assigned floors and within established time frames Wrap, seal, weigh, affix postage and dispatch all outgoing mail/packages in accordance with postal regulations
- Prepare special outgoing inter-office pouches sent to client affiliates as scheduled (if applicable)
- Package and process outgoing overnight items, i.e. Federal Express, UPS, etc., to meet client and vendor deadlines.
- Organize and distribute supplies to client employees as detailed in job requests. Verify and log orders upon delivery. Monitor inventory of copy supplies, stock paper and toner and keep supply area neat (inclusive of convenience copiers)
- May provide minor maintenance of photocopier machine such as solving paper jams, placing service calls and routine cleanings
- Operate facsimile machines; send and receive facsimiles. Keep complete and accurate logs of incoming and outgoing facsimiles. Where appropriate, input facsimile data into computer for client charge back. Generate activity reports, confirmation reports, and call the receiver to confirm receipt as necessary

## Qualifications:

- Mailroom experience
- General office support experience

\$15 an hour

Apply Online at: <https://tinyurl.com/26z2jd95>

Source: Indeed

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# Office Assistant (Roswell)



1875 Old Alabama Road, Roswell, GA 30076

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The Office Assistant performs tasks of administrative, secretarial and clerical duties related to the entire office operations including answering phones, filing, IT support, data management, marketing, reception, inventory management and specific projects as assigned.

**Qualifications:**

- Some clerical/secretarial experience preferably in a healthcare environment.
- Strong computer skills, data management, and marketing.

8:00 am - 5:30pm

From \$30,000.00 per year

Apply Online at: <https://tinyurl.com/28x2luet>

Source: Indeed

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# Executive Assistant PT (Alpharetta)



## **Brewer Home Team**

5780 Windward Parkway, Alpharetta, GA 30005

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We need a detail oriented individual to help keep us on track with our marketing plan and administrative tasks. This individual will help coordinate the various aspects of a real estate transaction, prepare mailings, set appointments, follow up with clients by phone and email and help us provide a consistent and excellent real estate experience for our clients. We need someone who can fill out forms diligently and prides themselves on accuracy and attention to detail.

### **Qualifications:**

- Must be proficient in Microsoft Office
- Experience with platforms like dotloop, KW Command, FMLS, GAMLs, Canva and other is ideal, however training will be provided.
- Previous real estate experience and real estate license is a plus but not required.

\$15 - \$20 an hour

Apply Online at: <https://tinyurl.com/24jfp45>

Source: Indeed

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# Administrative Assistant (Roswell)



45 Woodstock Rd, Roswell, GA 30075

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Oasis Consulting Services, a woman-owned engineering firm specializing in environmental and geotechnical engineering for nearly three decades, is seeking a full-time administrative assistant to join our Roswell, Georgia office.

- Greeting guests, clients, and team members with a smile
- Answering and transferring inbound phone calls
- Sending and receiving packages, sorting mail
- Assisting with document preparation and other administrative tasks as needed (ex. booking travel for executive team, assisting in calendar management, etc.)
- Light cleaning (ex. keeping front reception area and break room tidy)

## **Qualifications:**

- High School Diploma or GED a plus

Apply Online at: <https://tinyurl.com/223ffu25>

Source: Employer Website

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# Workplace Experience Coordinator (Buckhead)



3550 Lenox Road NE Suite 2300, Atlanta, GA 30326

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## Responsibilities:

- Greets employees and announces clients and visitors. Issues visitor passes and validates parking. Receives and transfers incoming calls to appropriate parties.
- Provides coordination and support for delivery of workplace services like Concierge, Reception, Switchboard, and Room Management. A/V Support, Meeting and event management, Supply and Expense Management, Meeting, and events coordination Equipment Care, etc.
- Maintains awareness of the workspace. Submits janitorial and maintenance work orders as needed and/or connects with appropriate partners to address issues.
- Responds to customer requests and complaints with accurate and detailed information according to specific request.

## Qualifications:

- A minimum of 1 year of front desk, concierge, customer service, or other hospitality experience.
- HS Diploma or GED or equivalent experience required

Apply Online at: <https://tinyurl.com/29cu6h3r>

Source: Employer Website

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# Executive Assistant II (Dunwoody)



6305 Peachtree Dunwoody Road, Atlanta, GA 30328

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## Responsibilities:

- Responsible for supporting leadership, the overall business and the daily management of the Enterprise Technology team.
- Organize and manage calendar and time management for meetings and events including scheduling resources such as people, securing, managing and preparing meeting space, equipment and technology support, travel, catering, transportation, and set up.
- Participate in leadership team meetings to prepare and balance agenda; take notes and disseminate outcomes; project manage outcomes and prompt additional work required.
- Partner closely with the IT support team for any technology needs for executives, including proactive testing and set-up of technology for key meetings.
- Maintains executives' appointment schedule by planning and scheduling meetings, conferences, teleconferences and travel, both domestic and international.
- Arrange domestic & international travel and all accommodations including comprehensive and detailed itineraries for internal team members and external clients as needed.

## Qualifications:

- HS Diploma/ GED equivalent is required; Bachelor's Degree and/or relevant certifications is preferred.
- Minimum 4 years of executive-level administrative or comparable experience supporting leaders with global responsibility.
- Prior experience as an executive assistant is strongly preferred

Apply Online at: <https://tinyurl.com/2yqq4qh4>

Source: Employer Website



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# Front Desk Coordinator (Sandy Springs)



5555 Glenridge Con Suite 975, Sandy Springs, GA 30342

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As Front Desk Coordinator, you will be the primary point of contact for guests and callers for the law firm. You will work with clients, attorneys, managers and other staff members to ensure that administrative tasks are completed and that the business functions efficiently. You will coordinate front-desk activities, including distributing correspondence, scheduling, and directing guests.

## **Qualifications:**

- Microsoft Office: 1 year (Preferred)
- Customer Service: 1 year (Preferred)
- Case Management System experience a plus

Apply Online at: <https://tinyurl.com/28v953tj>

Source: Indeed

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# Courtesy Officer (Sandy Springs)



## **Somerby Sandy Springs**

25 Glenlake Pkwy NE, Sandy Springs, GA 30328

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### **Responsibilities:**

- Address equipment malfunctions and assist with repairs
- Greet and assist Residents and visitors in a polished and professional manner
- Manage the front desk sign-in and sign-out process for visitors and vendors.
- Handle and direct incoming phone calls.
- Inform Residents or staff of the arrival of guests, packages, and deliveries.
- Accommodate Residents' requests for assistance - referring to other staff

### **Qualifications:**

- High school diploma or equivalent (GED)
- At least 1 year of relevant work experience

Apply Online at: <https://tinyurl.com/227gr3rm>

Source: Indeed

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# Administrative Assistant PT (Chamblee)



2900 Chamblee Tucker Rd # 10, Chamblee, GA 30341

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## **Responsibilities:**

- Coordinate Atlanta office accounts payable and invoice submission to Fairfax office;
- Make travel arrangements for McKing staff and consultants;
- Data entry into spreadsheets and databases;
- Format reports, proposals, and other documents;
- Develop PowerPoint presentations;
- Develop and tracking project budgets;
- Maintain hard copy and electronic files;
- Plan employee events;
- Logistical arrangement and support for meetings

## **Qualifications:**

- Bachelor's degree preferred, but not required
- CDC and/or public health experience a plus
- Advanced computer skills with working knowledge of Microsoft Office Suite products
- While not required, experience with accounts payable is preferred

Apply Online at: <https://tinyurl.com/22mxnxqv>

Source: Indeed

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# Legal Assistant - Entry Level (Alpharetta)



**RAS Crane LLC**

13010 Morris Road, Suite 450. Alpharetta, GA 3004

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As an entry-level legal assistant, you will have the opportunity to immerse yourself in and learn legal, real estate, finance, and mortgage servicing principles. Additionally, you will have the opportunity to demonstrate your ability to meet performance expectations. 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. As new hires learn and develop various skills, lateral and vertical career advancement opportunities are available throughout our organization based upon performance.

[No qualifications specified in ad.]

Monday to Friday

Apply Online at: <https://tinyurl.com/2yeazzbw>

Source: Indeed

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# Community Associate PT (Alpharetta)



4555 Mansell Road, Alpharetta, GA 30022

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As a Community Associate, you'll work closely with new and existing customers across a myriad of industries, working to create and maintain your own community within your center, where you will help take care of all the administrative and support needs for your customers...so that your customers can focus on running their business.

## **Qualifications:**

- Ideally 1+ years of customer service experience
- Experience and confidence using MS Office and other basic IT equipment

\$17 an hour

Apply Online at: <https://tinyurl.com/2c8gz4c2>

Source: Indeed

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# Customer Service Administrator



38 Hill St, Roswell, GA 30075

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## Responsibilities:

- Assist the Customer Service Manager with interviewing and hiring high performing customer service employees.
- Train new employees in the City's customer service policies, procedures and best practices.
- Organize and oversee the schedules and work of assigned staff as well as effectively plan and implement procedures for peak periods of incoming customer interactions.
- Assist the Customer Service Manager with approval of employee payroll and PTO requests.
- Assist the Customer Service Manager with the department's budget preparation and implementation.
- Maintain records of attendance and punctuality for all department employees.
- Prepare monthly reports on all customer complaints and interactions.
- Analyze monthly customer interaction data to identify inefficiencies and derive actionable insights to nurture customer relationships.
- Identify opportunities to update or improve customer service procedures and make recommendations to Customer Service Manager or other appropriate staff.
- Monitor phone calls, email, chat and other forms of communication between Customer Service Specialists and customers to ensure service excellence.
- Conduct performance evaluations that are timely and constructive.

## Qualifications:

- Requires a High School Diploma or equivalent; College Degree preferred. Supplemented by three (3) years of experience, preferably in clerical support, customer service, or a related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Apply Online at: <https://tinyurl.com/2bh4q8kz>

Source: Employer Website

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# HR Coordinator (Sandy Springs)



8995 Roswell Rd, Sandy Springs, GA 30350

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The Human Resource Coordinator will work alongside the HR Director/Manager in the day-to-day operations of the HR Department to implement, improve, and develop HR systems and procedures for the betterment of the agency and its employees. This role will assist in guiding employees through all human resource procedures and answer questions about policies.

- Conduct employee file audits to ensure compliance with company policies, Federal, State, and local laws, and regulations.
- Provide support to people managers with the recruitment process, including the interview and selection of new talent.
- Maintain job descriptions database and ensure accuracy and compliance with company requirements.
- Assist managers and employees with 90-day and annual performance review execution and tracking.
- Responsible for the onboarding of new employees by generating offer letters, collecting pre-employment requirements and documentation (background check, fingerprinting, TB, and drug test), leading employee orientation and managing other pertinent requests as needed.
- Utilize company HRIS to manage recruitment, performance management, employee benefits, time and attendance, and employee onboarding and off boarding.
- Work with the Fiscal Department to process payroll semi-monthly.

## **Qualifications:**

- Bachelor's degree in business or human resources preferred, or a related discipline.
- SHRM/PHR certification preferred.
- Minimum of 2 years' work experience in HR.

Apply Online at: <https://tinyurl.com/22b6gvgm>

Source: Employer Website

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# Service Porter (Alpharetta)



6075 Atlanta Highway, Alpharetta, GA 30004

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## **Responsibilities:**

- Greet and assist customers in a friendly and professional manner
- Provide exceptional guest services by answering questions and addressing concerns
- Maintain cleanliness and organization of the facility, including restrooms, waiting areas, and service bays
- Assist with vehicle delivery and retrieval
- Perform light janitorial duties such as sweeping, mopping, and trash removal
- Support the service team by performing various tasks as needed
- Operate cash register for processing payments
- Handle cash transactions accurately and securely

## **Qualifications:**

- Previous customer service experience is preferred
- Valid driver's license with a clean driving record

Apply Online at: <https://tinyurl.com/28hnpfu>

Source: Indeed



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# Front Desk Agent (Chamblee)



2050 Peachtree Industrial Ct, Chamblee, GA 30341

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## Responsibilities:

- Welcome guests with friendly greeting and smile while performing all guest related services.
- Handle reservations request; check guests in/out; handle guest accounting and cashier functions.
- Make, change and monitor reservations; reviews and reports rate availability using front desk computer system; update and monitor room status; promote future sales
- Maintain confidentiality of guest information and pertinent hotel data.
- Communicate with the General Manager and other Front Desk Representatives, as needed, about problems, requests and/or concerns regarding guests and rooms.
- Work with housekeeping to communicate checkouts, stay-overs, sleepers, skip, rooms cleaned and rooms in need of maintenance.

## Qualifications:

- High school diploma preferred or equivalent experience
- 1 year in previous customer service position.
- Must have basic office skills (math, cash handling, computer skills, etc.)

Apply Online at: <https://tinyurl.com/28kaspnm>

Source: Indeed

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# Hospitality Coordinator (Buckhead)



MORRIS,  
MANNING &  
MARTIN, LLP

3343 Peachtree Rd NE # 1600, Atlanta, GA 30326

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The Hospitality Coordinator will provide support in the areas of hospitality, reception, general office services support, and maintenance of common areas.

- Coordinate the catering needs of the office for both internal and external clients
- Serve as a backup receptionist to answer calls, direct visitors, and host guests
- Maintain and stock coffee stations, conference rooms, kitchens, reception areas, and other common areas
- Ensure conference rooms are set up, cleaned and prepared for meetings; clean-up after meetings
- Collaborate and assist with office services duties as needed
- Support client and firm events by assisting the Marketing Department with creating a welcoming and enjoyable atmosphere
- Alert the building management team of office areas in need of repair

## **Qualifications:**

- High school diploma required with a minimum of 3 years' experience in office services, reception, or hospitality services, preferably in a law firm environment

Apply Online at: <https://tinyurl.com/28vrdgqf>

Source: Indeed

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# Gift Shop Associate (Sandy Springs)

## NORTHSIDE HOSPITAL

1000 Johnson Ferry Rd NE, Atlanta, GA 30342

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Assists customers, handles cash and credit card sales, unpacks. Prices and stocks merchandise, keeps shop neat and clean.

### Qualifications:

- Experience working in retail sales

Apply Online at: <https://tinyurl.com/23264xqy>

Source: Indeed

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# Food Service, Housekeeping, & Other Now Hiring – Week of 3/24/24

## **Stocking Associate (Dunwoody)**

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

Dunwoody Beverage / 1418 Dunwoody Village Pkwy, Dunwoody, GA 30338

<https://tinyurl.com/295zzhar>

## **Dishwasher (Sandy Springs)**

**Up to \$18 an hour**

City Barbeque / 6649 Roswell Rd, Sandy Springs, GA 30328

<https://tinyurl.com/25jjqcz5>

## **Sales Associate/Cashier PT (Chamblee)**

**\$14 - \$16 an hour**

St. Vincent de Paul Society / 5463 Peachtree Rd Ste A, Chamblee, GA 30341

<https://tinyurl.com/2yl78byn>

## **Dining Room Server (Alpharetta)**

**\$14.50 an hour**

Mansions Senior Living / 3700 Brookside Pkwy, Alpharetta, GA 30022

<https://tinyurl.com/23twoqwm>

## **Valet Parking Attendant (Sandy Springs)**

**\$14 - \$20 an hour**

Virtue Valet Parking Solutions, LLC

<https://tinyurl.com/28m7ckr8>

## **Industrial Sewer (Alpharetta)**

**From \$17 an hour**

Mosquito Curtains / 1320 Union Hill Industrial Ct. Unit C, Alpharetta, GA 30004

<https://tinyurl.com/2c9vunvx>

## **Room Attendant (Buckhead)**

Waldorf Astoria / 3342 Peachtree Road, NE, Atlanta, GA 30326

<https://tinyurl.com/2d7aunxl>

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# Food Service, Housekeeping, & Other Now Hiring – Week of 3/24/24

## **Room Attendant (Alpharetta)**

La Quinta Atlanta / 1350 North Point Drive, Alpharetta, GA 30022

<https://tinyurl.com/23y4q4t5>

## **Host/Hostess (Alpharetta)**

\$10 - \$15 an hour

TBB 122 / 122 Marietta Street, Alpharetta, GA 30009

<https://tinyurl.com/2dekbkce>

## **Dishwasher (Sandy Springs)**

Ray's Restaurants / 6700 Powers Ferry Rd NW, Sandy Springs, GA 30339

<https://tinyurl.com/24jpuh27>

## **Server/Dishwasher (Alpharetta)**

From \$10 an hour

Tapestry House / 2725 Holcomb Bridge Road, Alpharetta, GA 30022

<https://tinyurl.com/2xuxoa8x>

## **Front of House (Chamblee)**

\$13 - \$15 an hour

The Bronx Bagel Buggy / 5494 Peachtree Rd, Chamblee, GA 30341

<https://tinyurl.com/24a8fhyh>

## **Housekeeper PT (Alpharetta)**

From \$15 an hour

Village Park Alpharetta / 12300 Morris Road, Alpharetta, GA 30005

<https://tinyurl.com/2cgergns>

## **Dishwasher PT (Alpharetta)**

\$15 - \$17 an hour

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

<https://tinyurl.com/226gxl6l>