
Office Administrator PT (Buckhead)



3500 Piedmont Road NE, Atlanta, GA 30305

Responsibilities:

- Welcome visitors and clients to the office.
- Answer phones, transfer callers and assist clients with non-technical issues.
- Assist with the finalization of engineer-generated documents by formatting to corporate standards and applying basic grammar and proofreading.
- Maintain, organize and update paper and/or electronic project files.
- Special events support, including employee events and activities.
- Participate in various project work tasks (document formatting, QA/QC, filing and document control, etc.).
- Participate in onboarding process for new hires.
- Work collaboratively with the South Admin Team to monitor and respond to support requests from the South Region of Jensen Hughes North America.
- Obtain and provide Certificates of Insurance and W9s in response to client requests.
- Support for meetings, including conference room reservations, catering, etc.
- Assemble marketing/new hire packages and prepare for shipping.
- Mail and shipping/receiving retrieval and distribution.

Qualifications:

- High School diploma or equivalency degree required.
- 3 - 5 years of office support experience preferred.
- Familiarity with shipping via parcel carrier (FedEx, UPS, etc.).
- Proficient using office software products, including Microsoft Office Suite, SharePoint, Dynamics, Acrobat/Bluebeam, etc.

Apply Online at: <https://tinyurl.com/29lea9pg>

Source: Employer Website

Shared Services Specialist (Sandy Springs)



1000 Johnson Ferry Rd NE, Atlanta, GA 30342

Effectively review and process HR service requests and transactions related to one or more HR specialties with a high degree of accuracy and adherence to procedures. Accountable for adhering to service standards/metrics for all offerings and ensuring all service standards are met. The position will provide information as well as navigate the organization and vendors on behalf of Northside Hospital employees.

Qualifications:

- High School Diploma or equivalent (GED).
- Two (2) years of Human Resources OR customer service related experience.
PREFERRED:
- Bachelor's Degree from an accredited college or university.
- Two (2) years of HR Shared Services experience, representing HR/Health insurance industry.
- Competent with Microsoft Excel.

Apply Online at: <https://tinyurl.com/2bfkk4x2>

Source: Employer Website

Spa Concierge (Buckhead)



88 West Paces Ferry Road NW, Atlanta, GA 30305

Schedule services for individuals and large groups using spa/salon reservations software system. Call guests to confirm scheduled services. Answer questions about available services. Update the reservations/cancellations list throughout the day, inform providers of last-minute changes, and resolve scheduling issues as needed by working with supervisor/manager. Check in guests for appointments, confirm first and last name, and provide general spa orientation to guests upon arrival. Promote and sell spa/salon services. Obtain assigned bank and ensure accuracy of contracted monies, obtain change required for expected business level, and keep bank secure at all times. Process guest payments for spa/salon services and obtain payment authorization as needed. Accept and log cash tips for employees. Balance, scan, and drop receipts with Accounting. Notify Engineering of maintenance and repair needs.

[No qualifications specified in ad.]

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

Source: Employer Website

Lot Attendant (Roswell)



NALLEY LEXUS
ROSWELL

980 Mansell Road, Roswell, GA 30076

Responsibilities:

- Maintaining and organizing the vehicle inventory
- Receives and verifies inbound vehicles against invoice when applicable
- Catalog and input keys into the Key Track system
- Ensure all vehicles have fuel, required stickers/buyers guide and are in good condition,
- Inspects vehicles to detect damage and to verify the presence of accessories listed on the invoice/addendum
- Ensuring inventory is cleaned, presentable, and properly displaying disclaimers and vehicle information
- Move and deliver vehicles when instructed

Qualifications:

- High school diploma or GED
- Must have a valid drivers license

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

Source: Indeed

Administrative / Operations Assistant (Alpharetta)



3655 North Point Pkwy, Alpharetta, GA 30005

Provide timely, efficient, and accurate support in Branch office including clerical and office related responsibilities. As time permits, helps with issuing policies; statistical coding; other miscellaneous back-end processes for new, renewal, and endorsement transactions.

- Serves as primary receptionist for the branch office.
- Provide administrative support for branch office and coordinate building and technology efforts with building management, Facilities and/or IT.
- Performs general clerical work and miscellaneous office duties as a branch office administrative assistant.
- Sorts and routes incoming mail, email, faxes and package for the branch office
- Performs simple and routine data entry.
- Order MVRs, inspections, premium audits, and loss runs as required.
- Maintain electronic underwriting file.
- Solicit renewal transactions.
- As necessary, re-format data for import into front end system
- Provide basic operational support for the product line's underwriters.
- Provide back-up support for other Operations Assistants as needed.

Qualifications:

- Associate's degree preferred.
- Must have completion of a high school education or its equivalent and 1-4 years' experience in a similar position.
- Experience in insurance industry preferred.

Apply Online at: <https://tinyurl.com/2b3urbg6>

Source: Employer Website

Front Desk Agent PT (Alpharetta)



5595 Windward Parkway, Alpharetta, GA 30004

Responsibilities:

- Greet and welcome all guests approaching the Front Desk in accordance with Aimbridge Hospitality standards; maintain a friendly and warm demeanor at all times.
- Maintain proper operation of the telephone switchboard and ensure that all Aimbridge Hospitality performance standards are met.
- Handle requests for information mail and messages in an efficient and courteous manner.
- Answer guest inquiries about hotel service facilities and hours of operation.
- Answer inquiries from guests regarding restaurants transportation entertainment etc.

Qualifications:

- High School diploma or equivalent required; College course work in related field helpful.
- Experience in a hotel or a related field preferred.

Varied schedule that may include evenings nights weekends and holidays

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

Source: Indeed

Receptionist / Administrative Assistant (Buckhead)



3560 Lenox Road NE, Atlanta, GA 30326

Responsibilities:

- Greet and welcome visitors in a professional and friendly manner
- Answer phone calls, take messages, and redirect calls as necessary
- Provide general administrative support such as filing, photocopying, and data entry
- Schedule appointments and manage calendars
- Assist with organizing meetings and events
- Handle incoming and outgoing mail and packages
- Maintain office supplies inventory and place orders when necessary
- Assist with bookkeeping tasks using QuickBooks software
- Perform basic proofreading tasks for documents and correspondence
- Provide personal assistant support to senior staff members when needed
- Ensure the reception area is clean, tidy, and presentable

Qualifications:

- Previous experience in an administrative or receptionist role preferred
- Proficient in Microsoft Office Suite (Word, Excel, Outlook)
- Familiarity with basic accounting principles

Apply Online at: <https://tinyurl.com/262l3rxd>

Source: Indeed

Administrative Assistant to Provost (Brookhaven)

OGLETHORPE

4484 Peachtree Rd NE, Atlanta, GA 30319

Responsibilities:

- Welcome and assist all walk-in guests to the Office of the Provost.
- Assist with the management of multiple email accounts and determining how to prioritize responses to proactively communicate.
- Edit and Publish the Provost's newsletter and communications. Tasks include collecting and managing content.
- Assist with scheduling appointments to create win-win situations for direct access to the Provost's time.
- Assist the OOP with the Provost's committee work by drafting agendas, editing PowerPoint presentations, ensuring the accuracy of spreadsheets, creating briefing documents, taking minutes, etc., (e.g. Board of Trustees Academic Affairs Committee, Faculty Meeting, Faculty Council, Academic Program Committee and ad hoc committees, as assigned.)
- Assist with the Provost's travel and purchase requests, reconciling associated expenses, and advancing any of the Provost's reimbursement requests to Accounts Payable in a timely fashion.

Qualifications:

- Bachelor's degree OR equivalent combination of education, experience, and training.
- Proficiency with Microsoft Office (Outlook, Word, Excel, PowerPoint, Adobe, etc.)
- Proficiency with Zoom, Microsoft Teams, and other remote meeting technologies.
- Experience working in higher education, particularly with faculty preferred

Apply Online at: <https://tinyurl.com/2d9zfn2o>

Source: Indeed

Office Service Representative I (Alpharetta)



CANON BUSINESS PROCESS SERVICES

1000 Lake St, Alpharetta, GA 30009

Under general supervision, is responsible for all mail, packages and interoffice correspondence handling and dispatching for all classes of mail/packages. Responsibilities may also include copy center activities, reception, hospitality and/or other duties as assigned.

Qualifications:

- High school Diploma or equivalent
- 0 - 1year experience working in a mailroom or professional office environment
- Some knowledge of metering, weighting, logging and other shipping procedures preferred
- Some computer skills preferred

Apply Online at: <https://tinyurl.com/23y9k8q5>

Source: Employer Website

Front Desk Receptionist (Alpharetta)



3775 Mansell Rd, Alpharetta, GA 30022

Responsibilities:

- Act as first point of contact with vendors, contractors, clients, and visitors.
- Answer and direct phone calls to partners, associates, and staff.
- Maintain office monthly calendar for weekly meetings.
- Distribute daily mail deliveries from, but not limited to, USPS, FedEx, UPS, and Amazon.
- Distribute all incoming electronic faxes.
- Will occasionally be assigned duties for administrative work, general clerical support, or assisting office manager in event planning.

Qualifications:

- High School diploma or relevant work experience.

Monday to Friday; 8:30am-5:00pm

From \$19 an hour

Apply Online at: <https://tinyurl.com/253k5vmz>

Source: Indeed

Administrative and Accounting Assistant (Sandy Springs)



780 Johnson Ferry Rd STE 325, Atlanta, GA 30342

Responsibilities:

- Providing administrative and accounting support to staff members
- Sorting and distribution of mail to team members
- Copying, assembling and binding proposals, financial statements and various other reports
- Scanning & archiving
 - hard copy and electronic file maintenance
- Maintaining office equipment, space and supplies (i.e., postage meter updates & reports, changing toner, stocking paper, placing maintenance orders, stocking kitchen, and ordering supplies)

[No qualifications specified in ad.]

Apply Online at: <https://tinyurl.com/27spkmt5>

Source: Employer Website

Coordinator – Administration (Dunwoody)



3 Dunwoody Park Suite 122, Atlanta, GA 30338

The Administrative Coordinator will be responsible for accurate and timely administrative office functions including but not limited to: creating schedules, reviewing hours, applicant screening, new hire processing, report approval, payroll processing, invoicing, collections, and office file management. The position will also be responsible for providing general support to the CEO.

- 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.

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: <https://tinyurl.com/25npa7v3>
Source: Indeed

Executive Assistant (Sandy Springs)



5200 Northland Drive, Atlanta, GA 30342

Responsibilities:

- Maintains appointment schedule for Head of School
- Schedules appointments for Administrative Team members upon request
- Supports Executive Director in managing the entire school calendar and its myriad events
- Handles annual all-school communications (e.g. Back-to-School night notices, end of year event reminders, etc.)
- Sends division communications upon request
- Completes various clerical functions (e.g. student attendance reporting, vaccination and medical records updates, etc.)
- Interfaces with Business Office and Administration on school purchases
- Coordinates special logistics (e.g. large class trips, updating alumni information database)
- Assists in the planning and execution of special projects, events, or initiatives (will include flexibly joining the team that sets up night-time programs)
- Electronically and when still relevant paper files documents of importance
- In general this professional will NOT be asked to do personal errands for members of the Administrative Team.

Qualifications:

- Bachelor's (Preferred)

8AM - 4 PM

\$39,000 - \$50,000 a year

Apply Online at: <https://tinyurl.com/29yfll4>

Source: Indeed

Guest Services Representative PT (Sandy Springs)



6475 Roswell Rd NE, Atlanta, GA 30328

Responsibilities:

- Performs opening and closing Guest Services procedures.
- Answers incoming phone calls in a courteous, prompt, and professional manner.
- Directs phone calls to the appropriate person
- Takes accurate messages.
- Directs customers to the appropriate person or department.
- Manages the desk log, phone up log, loaner agreement log, dealer plate log, and gas card log.
- Tracks and filters all incoming calls and takes messages.
- Communicates effectively with Guest Services Manager and Greeters.
- Reconciles/updates data entry with dealership software.
- Produces Daily Reports: Daily Update (1, 5, Close), Performance Metric (core Guest Services reports).
- Walks around the showroom hourly to offer refreshments to guests.

Qualifications:

- High School Diploma
- Up to 3 years experience

Apply Online at: <https://tinyurl.com/23kjcзма>

Source: Employer Website

Front Desk (Alpharetta)

BOB STEELE SALON

2500 Old Milton Parkway, Alpharetta, GA 30009

Responsibilities:

- Check in/Check out guests
- Beverage area clean and stocked properly
- Opening and closing routine completed and initialed, daily
- Guest needs are addressed immediately
- Give salon service tour to all new guests
- Pre-book and close all recommendations given by the service provider
- Keep retail area clean and stocked
- Call clients and provide backup to call center when needed
- Have general knowledge of all products

[No qualifications specified in ad.]

\$11 - \$15 an hour

Apply Online at: <https://tinyurl.com/24ct46wh>

Source: Indeed

Meeting Support Aide – Entry Level (Sandy Springs)



Scottish Rite

1001 Johnson Ferry Road NE, Atlanta, GA 30342

Responsibilities:

- Completes accurate, timely, meeting set-ups and breakdowns on a daily basis.
- Handles all delivery requests in a timely fashion and reports times of completion to dispatcher.
- Cleans all hallways of beds, cribs, and wagons on a daily basis, returning them to the proper location.
- Cleans assigned areas of the cafeteria in a timely fashion.
- Provides excellent service routinely in interactions with all customers, including coworkers, patients, visitors, physicians, and volunteers.
- Supports and participates in the continuous assessment and improvement of the quality of care and services provided.
- Follows departmental safety procedures in sectioning of work areas with the proper barriers and signage.
- Understands correct methods for cleaning up chemical spills and procedures for reacting to chemical exposure.

Qualifications:

- High school diploma or equivalent preferred

Monday-Friday 2:30p-11p

Apply Online at: <https://tinyurl.com/24htbt4a>

Source: Employer Website

HR Administrator (Alpharetta)



6525 Shiloh Rd #900, Alpharetta, GA 30005

This position will act as the point of contact for HR-related queries from employees and external partners.

- Updating, monitoring, and maintaining employee documents and records.
- Reviewing and enforcing company policies
- Coordinating leave requests
- Generating, analyzing, and interpreting employee data reports from ADP and/or Tenstreet
- Observing compliance with labor laws and FMCSA/industry regulations.
- Attend to employees' queries about HR-related matters.
- Assist/Coordinate different departments relevant employee requests/inquiries.

Qualifications:

- High School Diploma - or the equivalent (for example, GED)
- BS in Human Resources or relevant field preferred.
- Proven work experience as an HR Administrator, HR Administrative Assistant, or relevant role.
- Experience with HR software, like HRIS or HCMS.
- Computer proficient (MS Office applications, in particular)

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

Source: Indeed

Food Service, Housekeeping, & Other Now Hiring – Week of 4/7/24

Retail Cashier - Customer Service PT (Roswell)

\$15 an hour

PGA TOUR Superstore / 1005 Holcomb Woods Pkwy, Roswell, GA 30076

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

Delivery Driver (Sandy Springs)

\$16 - \$17 an hour

Fabricare Center Cleaners / 8611 Roswell Road, Atlanta, GA 30350

<https://tinyurl.com/2b4oblv2>

Food Runner (Buckhead)

\$18 an hour

Big B's Fish Joint / 4600 Roswell Road, Atlanta, GA 30342

<https://tinyurl.com/25jfo8fz>

Groundskeeper (Roswell)

\$12.52 - \$15.65 an hour

Brookdale Chambrel Roswell / 1000 Applewood Drive, Roswell, GA 30076

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

Inventory Assistant PT (Buckhead)

From \$15 an hour

Elaine Sterling Institute / 3393 Peachtree Road NE, Atlanta, GA 30326

<https://tinyurl.com/22v6lcam>

Laundry Attendant PT (Perimeter)

\$12.50 an hour

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

<https://tinyurl.com/2yshq7eb>

Housekeeper (Alpharetta)

Hilton Garden Inn / 4025 Windward Plaza, Alpharetta, GA 30005

<https://tinyurl.com/28z6obw5>

Food Service, Housekeeping, & Other Now Hiring – Week of 4/7/24

Housekeeper PT (Sandy Springs)

Sunrise at Huntcliff Summit / 8592 Roswell Road, Sandy Springs, GA 30350

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

Porter PT (Buckhead)

\$18 an hour

Sloomoo Institute / 3637 Peachtree Rd NE Suite D, Atlanta, GA 30319

<https://tinyurl.com/2ytoce9f>

Host (Alpharetta)

\$14 an hour

Citizen Soul / 60 South Main Street, Alpharetta, GA 30009

<https://tinyurl.com/272tthum>

Cashier/Kitchen Staff PT (Sandy Springs)

From \$16 an hour

Kale Me Crazy / 4600 Roswell Road, Atlanta, GA 30342

<https://tinyurl.com/2547moy9>

Team Member PT (Chamblee)

\$10 - \$12 an hour

Smoothie King / 5513 Peachtree Boulevard, Atlanta, GA 30341

<https://tinyurl.com/2xrjstu3>

Donor Specialist (Dunwoody)

\$12.50 an hour

Goodwill / Dunwoody, GA 30338

<https://tinyurl.com/27ozwcte>