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# Office Administrative Assistant (Brookhaven)



2895 Buford Hwy NE, Atlanta, GA 30329

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## Responsibilities:

- Perform many administrative duties such as answering phone calls, screening potential clients, and responding to inquiries from multiple platforms.
- Maintain client account information and schedule appointments as needed.
- Assist managers with event or meeting planning and ensure filing systems are organized.
- Support the Sales Team by creating proposals, following up on unanswered proposals, and managing incoming emails.
- Review scheduling data and enter data into asset management software.
- Create and manage spreadsheets and lead tracking data.

## Qualifications:

- Minimum of 2 years experience in an Administrative Assistant or Secretarial role.
- Proficiency in MS Office, particularly MS Excel and MS Outlook.
- High School degree; college education is preferred.

\$18 - \$22 an hour

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

Source: Indeed

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# Customer Experience Admin (Alpharetta)



100 North Point Center E Suites 125 & 200, Alpharetta, GA 30022

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## Responsibilities:

- Providing a professional welcome to visitors and users of the lab at reception
- Handling phone and in person requests for assistance effectively
- Opening and closing the lab location so that its ready for business and meeting our standards
- Properly stocking and maintaining the appearance of the lab including reception, meeting rooms, Café, Member, and common areas.
- Light cleaning duties and a strong attention to detail to standards and member needs.
- Assist in delivering Meeting & Events booked into the lab including set-up, catering, clean-up.
- Creating a community through a contribution to member events and ways to engage members inside and outside the lab.
- Generating interest in the lab by assisting with certain local marketing activities
- Knowing the lab's members to ensure the best possible handling of requests, visitors, and service requirements
- Update, charge, and maintain accurate member information in billing software

## Qualifications:

- Knowledge of Microsoft Office suite, including Word, Excel and Outlook
- High School Diploma or equivalent
- Minimum 1 year experience in a hospitality position

Apply Online at: <https://tinyurl.com/2yp96n62>

Source: Indeed

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# Front Desk Agent PT (Perimeter)



1030 Crown Pointe Parkway, Atlanta, GA 30338

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Welcoming and serving each guest with exceptional service either in person or by phone and ensuring that guests are checked in and out in a friendly and timely manner.

**Qualifications:**

- High school diploma or general education degree (GED); or equivalent combination of education and experience.
- One to three months in related experience and/or training.

\$16 an hour

Apply Online at: <https://tinyurl.com/27hn252g>

Source: Indeed

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Posted 4/21/2024

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# Receptionist PT (Alpharetta)



100 Somerby Dr, Alpharetta, GA 30009

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## Responsibilities:

- Answers incoming telephone calls in a cheerful and marketing oriented way, determines purpose of callers, and forwards calls to appropriate personnel or department.
- Retrieves messages from voice mail and forwards to appropriate personnel.
- Takes and delivers messages or transfers calls to voice mail when appropriate personnel are unavailable.
- Answers general questions about the community and provides callers with address, directions, and other information and refers other specific questions to appropriate staff.
- Welcomes on-site visitors, determines nature of business, and announces visitors to appropriate personnel.
- Coordinates guestroom reservations.
- Maintains current list of residents who are hospitalized.
- Updates appointment calendars, including transportation and beauty calendars, as directed.
- Receives, sorts, and routes mail, and maintains and routes publications.

## Qualifications:

- High school diploma or general education degree (GED); or one to three years related experience and/or training; or equivalent combination of education and experience.

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

Source: Indeed

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# Front Desk Receptionist- Weekends (Dunwoody)



Berman Commons | 2026 Womack Road, Dunwoody, GA 30338

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## **Responsibilities:**

- Manage both external and internal calls, take and communicate messages.
- Provide an overview of the community and important information for interested families.
- Monitor and maintain area for refreshments.
- Answers phone lines while simultaneously managing other routine office procedures.
- Greets, screens, and performs vetting procedures for visitors / guests before allowing them into facility.
- Observe security cameras and redirect emergency calls to the proper chain of command.

## **Qualifications:**

- High School degree / GED required.
- Proven customer service experience and skills required.
- Demonstration of proficiency in computer skills, Microsoft office (windows, outlook, excel) and the ability to learn new applications.

Up to \$17 an hour

Apply Online at: <https://tinyurl.com/2d5fs4dq>

Source: Indeed

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# Office Administrator (Sandy Springs)



5600 Roswell Rd NE Suite F270, Atlanta, GA 30342

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## **Responsibilities:**

- Supporting sales people
- Answering incoming calls from customers using multi-line phone system.
- Meeting and greeting clients daily.
- Administrating exam
- Various administrative functions - Filing, invoicing, etc.

## **Qualifications:**

- Proficient in Microsoft Office and other computer related skills

\$16 an hour

Apply Online at: <https://tinyurl.com/2xmot3yp>

Source: Indeed

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# Administrative Services Coordinator (Perimeter)



3 Glenlake Pkwy NE, Sandy Springs, GA 30328

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## Responsibilities:

- Perform Mailroom operations duties (retrieve and sort incoming USPS mail and process outgoing mail)
- Receive incoming FedEx and UPS packages/freight, log arrival and deliver to appropriate recipients
- Conduct floor walks to track for R&M needs and place service requests into property management software, Track progress to ensure completion of requests in a timely manner. Escalate to department manager if needed for resolution.
- Act as back up for stocking supplies in social hubs and providing required repair and/or maintenance of social hub equipment and amenity equipment
- Provide support for conference set up and break down, and coordination for major meeting rooms at the Atlanta Support Center.
- Provide support as needed for events; respond to event set up requests and event needs and coordinate logistics with Admin Services.
- Create name plates for new hires and remove upon termination.
- Provide backup coverage at Reception as needed.
- Source and order office supplies or other items as needed
- Assist with beer & wine tap wall maintenance and troubleshooting as needed.
- Provide support in maintenance of fitness center to ensure its being well maintained and in compliance with safety standards.

## Qualifications:

- Minimum High School Degree, preferred 2-year or 4-year college degree
- 1 year in a corporate environment with Facilities experience
- 2 years in a corporate environment with event experience preferred

Apply Online at: <https://tinyurl.com/2yp9c4xl>

Source: Employer Website

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# Automotive Service Porter (Alpharetta)



2175 Mansell Road, Alpharetta, GA 30009

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## **Responsibilities:**

- Picking up parts from other dealers
- Maintaining a clean and orderly work area
- Keep service shop clean and orderly
- Other general help in the Service Department as the Service Manager assigns

## **Qualifications:**

- Driver's License (Required)

\$14 - \$17 an hour

Apply Online at: <https://tinyurl.com/2depcq2c>

Source: Indeed



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# Front Office Assistant (Alpharetta)



3400 Old Milton Parkway, Alpharetta, GA 30005

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Performs a variety of administrative, secretarial and clerical duties, which directly support patient care and practice personnel in the overall operation of the practice.

**Qualifications:**

- 1 year clerical/secretarial experience preferably in a healthcare environment.
- Basic computer skills
- Successful completion of course in Medical Terminology or commensurate experience preferred

Apply Online at: <https://tinyurl.com/28uzrvk2>

Source: Indeed

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# Unit Clerk (Dunwoody)



5665 Peachtree Dunwoody Rd, Atlanta, GA 30342

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## **Responsibilities:**

- Answers unit/ department telephones and greets visitors according to departmental procedure; screens calls and takes messages or refers caller/ visitor to appropriate staff member.
- May page staff member if necessary.
- Receives and transcribes physicians' orders according to established guidelines.
- Records, updates, and maintains information in patient records in accordance with department protocol and federal, state and organizational guidelines.
- Routes records to appropriate department or staff and maintains confidentiality of information. Operates standard office equipment including telephones, copiers, fax machines, and computers. Inventories, orders, and maintains office supplies and forms; completes purchase requisitions and receives supplies.
- Responds to patient requests via patient intercom system.
- Relays information to appropriate staff for immediate attention.
- Arranges for medical tests, supplies, equipment treatment and special dietary needs as ordered by a physician.

## **Qualifications:**

- A high school diploma or equivalent (preferred).
- One year previous clerical experience and experience with various personal computer software applications.

Apply Online at: <https://tinyurl.com/24t7qe3l>

Source: Employer Website

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# Practice Operations Assistant (Sandy Springs)



859 Mount Vernon Highway NE, Sandy Springs, GA 30328

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Performs administrative and clinic support duties within physician operations to ensure efficient daily office operations and to support the delivery of safe and quality patient care.

**Qualifications:**

- One year of experience in administrative or office management role (physician office clinic setting preferred)
- Bachelor's degree in Business, Healthcare, or related field preferred
- Proficient in full suite of Microsoft Office and other Windows-based applications

Apply Online at: <https://tinyurl.com/2xvdwu6o>

Source: Employer Website

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# Executive Assistant (Perimeter)



400 Perimeter Center Terrace Suite 1000, Atlanta, GA 30346

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## Responsibilities:

- Calendar Management: Schedule and coordinate meetings, appointments, and travel arrangements for the CIO and IT leadership.
- Communication Liaison: Act as a primary point of contact for internal and external communications, including screening calls, managing emails, and responding to inquiries on behalf of the CIO and IT department.
- Document Management: Prepare and distribute documents, presentations, and reports as needed, ensuring accuracy and confidentiality of information.
- Meeting Coordination: Organize and facilitate meetings, including preparing agendas, taking minutes, and following up on action items to ensure timely completion.
- Vendor Management: Coordinate with vendors and suppliers as needed, including managing contracts, invoices, and procurement processes for IT-related services and supplies.
- Expense Management: Track and reconcile expenses, process invoices, and maintain accurate records of departmental spending.
- Information Management: Maintain organized filing system (SharePoint/Teams) ensuring easy access to information and compliance with data security policies.

## Qualifications:

- Bachelor's degree in business administration, information technology, or related field preferred.
- Proven experience as an executive assistant or similar role in a fast paced environment preferably in a technology or IT-related environment.
- Proficiency in Microsoft Office suite (especially Excel and PowerPoint).

Apply Online at: <https://tinyurl.com/2282d8w7>

Source: Employer Website

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# Customer Service Rep (Sandy Springs)



1 Glenlake Pkwy NE Suite 515, Atlanta, GA 30328

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The Client Services Representative is responsible for a high volume of customer interaction and resolving a wide variety of inquiries while ensuring excellent customer service to homeowners, board members, and residents of serviced communities.

- Answers a high volume of incoming calls from homeowners and vendors and utilizes internal systems to initiate and complete service orders and handle customer requests.
- Assists multiple Portfolio Managers with administrative tasks associated with properties in their portfolio.
- Assists Community Managers with requests for repairs and maintenance in common areas, producing and sending violation notices, annual meeting notices, and other mailings as necessary.

## **Qualifications:**

- Minimum 3 years of Customer Service experience in a related field preferred.
- Possesses a working knowledge of MS Office products including Word and Excel

Apply Online at: <https://tinyurl.com/22894our>

Source: Employer Website

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# Resident Program Assistant (Roswell)

## SENIOR LIFESTYLE

Addington Place of Roswell | 550 Barrington Dr, Roswell, GA 30075

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### **Responsibilities:**

- Assist in planning and coordinating all resident activities.
- Encourage residents to participate in programs and activities and provide transportation to them as needed.
- Lead various activities as directed by the Resident Programs Director.
- Order and maintain supplies for activities as needed.

### **Qualifications:**

- No programming experience is necessary
- Have an active, valid driver's license

Apply Online at: <https://tinyurl.com/277pk4tc>

Source: Indeed

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# Concierge PT (Sandy Springs)



Villa Palazzo | 1260 Hightower Trail, Sandy Springs, GA 30350

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## Responsibilities:

- Oversees the community entry area for visitors, guest and residents, extends a warm welcome and greeting, offers and provides beverages to visitors and guest
- Contacts the Community Engagement Director and Executive Director or Department Director to meet with prospective residents, families or visitors and ensures wait times are minimal
- Greets potential candidates interested in learning more about Phoenix careers and job openings at the community. Directs candidates to apply online or captures the candidate's information onsite to launch the recruitment process
- Answers incoming calls and resident calls within two - three (2 - 3) rings with the appropriate community greeting message and identification
- Takes complete messages with pertinent information (name, number, message, time, date) as appropriate and communicates messages to the intended recipient
- Offers and provides a community overview to the caller, determines who to forward the caller to and notifies the caller who they are being transferred to and announce the caller to the community associate
- Manages appointments for residents and family members such as but not limited to hair dresser, transportation, other

## Qualifications:

- Education: High School Diploma/ GED required
- Proven customer service experience and skills
- Knowledge and experience in the Senior Living Industry preferred

Monday- Friday 5-8; Every other weekend required 9-5

Apply Online at: <https://tinyurl.com/2b73kea7>

Source: Indeed

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# Campus Shop Associate (Buckhead)



805 Mount Vernon Hwy NW, Atlanta, GA 30327

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## **Responsibilities:**

- Greet customers and assist with sales
- Explain products and services to customers
- Monitor inventory to ensure the product is in stock; merchandise and restock as needed
- Enter and process customer orders
- Operate cash registers
- Operate and maintain food service equipment

## **Qualifications:**

- Computer literate
- Familiarity working with a Point of Sale (POS) system

Apply Online at: <https://tinyurl.com/2dx8bjto>

Source: Indeed



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# Telephone Operator (Buckhead)



88 West Paces Ferry Road NW, Atlanta, GA 30305

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Answer, record, log, and process all guest calls, requests, questions, or concerns. Operate telephone switchboard station. Process guest requests for wake-up calls, screening calls, do not disturb, call forwarding, conference calls, TDD relay calls, and non-registered guest calls. Advise guest of any messages received. Monitor busy or unanswered lines, check back with callers on hold to update status, and offer to take a message. Receive, record, and relay messages accurately, completely, and legibly. Activate/deactivate guest room message lights as appropriate. Instruct guests on how to access the internet; transfer guests with problems to provider's customer support line. Test communications equipment to ensure it works properly. Respond to special requests from guests with unique needs. Contact appropriate individual or department as necessary to resolve guest call, request, or problem. Follow up with guests to ensure their requests or problems have been met to their satisfaction. Dispatch bell staff or valet staff as needed.

## **Qualifications:**

- High school diploma or G.E.D. equivalent.

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

Source: Employer Website

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# Secretary PT (Dunwoody)



2443 Mt Vernon Rd, Dunwoody, GA 30338

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All Saints Catholic Church is a growing and vibrant community in Dunwoody. We are seeking to hire a dedicated and organized individual to serve as the Secretary to the pastor in a part-time role. Among other responsibilities, this role plays a crucial part in supporting the pastor in various administrative tasks, assist in facilitating communication within the parish, maintaining up-to-date sacramental records and ensuring the smooth operation of day-to-day activities.

## **Qualifications:**

- Applicants must be a practicing Catholic in good standing with the Church, have previous experience in administrative support, demonstrate proficiency in Microsoft Office and Google Drive and possess strong organizational and interpersonal skills.

Please email resumes to Sean Lee at [slee@allsaintsdunwoody.org](mailto:slee@allsaintsdunwoody.org). No phone calls, please.

Source: <https://georgiabulletin.org>

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# Administrative Specialist (Alpharetta)



10745 Westside Way # 100 · Alpharetta, GA 30009

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In this role, you will support our Alpharetta office in the day-to-day needs, as well as support the Executive Assistant to the Chief Customer Officer.

- Receptionist Duties for the Alpharetta Office: Breakroom restocking, copier supply ordering/maintenance, office supply ordering, inputting/maintaining building maintenance requests, visitor assistance.
- Initiating Conference Calls: You will initiate conference calls for the Chief Customer Officer daily, ensuring everyone that is required for the call is in attendance.
- Creating & Sending Emails: You will create and send emails on behalf of the Chief Customer Officer daily.
- Contact Management: Assist with compiling/updating information using the customer management system.

## Qualifications:

- Relevant degree preferred.
- 2 or more years of relevant experience in a senior administrative support role required.
- Proficiency in Microsoft Word, Excel, and PowerPoint required.

\$45,100 - \$65,350 a year

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

Source: Employer Website

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# Concierge PT (Buckhead)



SENIOR LIVING

5455 Glenridge Drive, Atlanta, GA 30342

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## **Responsibilities:**

- Providing resort-level service to our guests, residents, family members, vendors and service providers.
- Ensuring prompt responses to guests' inquiries and notifying the appropriate party immediately of concerns.
- Providing phone coverage for the community using a multi-line phone.

## **Qualifications:**

High School diploma or equivalent

\$15 an hour

Apply Online at: <https://tinyurl.com/2cvh5a8l>

Source: Employer Website

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# Food Service, Housekeeping, & Other Now Hiring – Week of 4/21/24

## **Dishwasher (Perimeter)**

**\$14 - \$17 an hour**

Seasons 52 / 90 Perimeter Ctr W, Dunwoody, GA 30346

<https://tinyurl.com/25u47ctj>

## **Server Assistant (Buckhead)**

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

Intown Golf Club, LLC / 3050 Peachtree Road NW, Atlanta, GA 30305

<https://tinyurl.com/22v53bos>

## **Delivery and Warehouse Associate (Roswell)**

**\$18 - \$25 an hour**

Simply Lit / 215 Hembree Park Drive, Roswell, GA 30076

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

## **Housekeeper (Buckhead)**

Legacy Ridge / 4804 Roswell Road, Atlanta, GA 30342

<https://tinyurl.com/2xs2gzau>

## **Dishwasher (Buckhead)**

**Up to \$17 an hour**

Flower Child / 3400 Around Lenox Rd NE, Atlanta, GA 30326

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

## **Summer Camp Counselor (Roswell)**

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

Kids R Kids Sandy Plains Academy / 4671 Sandy Plains Rd, Roswell, GA 30075

<https://tinyurl.com/2bdu4szw>

## **Server (Sandy Springs)**

Villa Palazzo Senior Living / 1260 Hightower Trail, Sandy Springs, GA 30350

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

## **Housekeeper (Sandy Springs)**

Sunrise Senior Living / 8592 Roswell Road, Sandy Springs, GA 30350

<https://tinyurl.com/27a7tnl7>

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# Food Service, Housekeeping, & Other Now Hiring – Week of 4/21/24

## **Server Assistant / Host / Hostess PT (Alpharetta)**

**From \$13 an hour**

Ted's Montana Grill / 6100 Avalon Boulevard, Alpharetta, GA 30009

<https://tinyurl.com/2437gknv>

## **Rental Car Detailer (Buckhead)**

**\$13 an hour**

Avis / 3405 Lenox Road NE, Atlanta, GA 30326

<https://tinyurl.com/2y9vqjf3>

## **Steward/Dishwasher (Alpharetta)**

**\$14 an hour**

UP on the Roof / 33 S Main St, Alpharetta, GA 30009

<https://tinyurl.com/2yvb5foh>

## **Custodian (Buckhead)**

Land Rover Buckhead / 3040 Piedmont Road NE, Atlanta, GA 30305

<https://tinyurl.com/2c6kue6g>

## **Hotel Breakfast Attendant (Roswell)**

**\$15 an hour**

Springhill Suites Roswell / 1360 Old Roswell Rd, Roswell, GA 30076

<https://tinyurl.com/2bu77vb7>

## **Sales & Service (Roswell)**

**\$12 an hour**

Goodwill / 10779 Alpharetta Highway, Roswell, GA 30076

<https://tinyurl.com/24foy7un>