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# Administrative Assistant PT (Perimeter)



303 Perimeter Center N #300, Dunwoody, GA 30346

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## **Responsibilities:**

- Answer phone calls using proper phone etiquette
- Perform data entry tasks with accuracy and efficiency
- Assist with office clerical duties such as filing, scanning, and organizing documents
- Coordinate projects including scheduling and preparing materials
- Maintain client and caregiver records

## **Qualifications:**

- Microsoft Excel: 1 year (Preferred)
- Microsoft Powerpoint: 1 year (Preferred)

Expected hours: 10 – 20 per week

From \$16 an hour

Apply Online at: <https://tinyurl.com/257tmljh>

Source: Indeed

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# Donation Processing Coordinator (Alpharetta)



2555 Northwinds Parkway, Alpharetta, GA 30009

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## **Responsibilities:**

- Accurately document and code donations, enter donations into the donor database, and coordinate sending receipts to donors.
- Promptly process singular, automatic, and recurring donations given via check, credit card, ACH, PayPal, wire transfer, and other avenues via phone, mail, and online.
- Monitor PayPal and PayPal Giving, create transfers and reports.
- Serve as the primary contact to address donors' questions regarding their payment methods.
- Monitor donor accounts and financial information submitted through the KAI website, ensure changes made by donors synchronize with the donor database.
- Update and maintain donor account information in an accurate and timely fashion.
- Handle cancellation of pledges and recurring payments for offboarding missionaries.
- Track memorial gifts and forward prayer requests.
- Actively communicate and collaborate with members of the accounting team.
- Support the accounting team with record keeping and retention.

## **Qualifications:**

- High School Diploma required; associate degree preferred
- 2+ years data entry experience preferred
- 2+ years customer service experience preferred
- Proficiency with Microsoft Office and other business collaboration tools.

Apply Online at: <https://tinyurl.com/29shqyu9>  
Source: Indeed

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# Receptionist (Alpharetta)



11580 Alpharetta Highway, Roswell, GA 30076

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## **Qualifications:**

- Ability to learn computer programs and complete end-of-day paperwork.
- Requires Math skills.

\$16 - \$17 an hour

Apply Online at: <https://tinyurl.com/2529b5uq>  
Source: Indeed

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Posted 6/16/2024

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# Office Administrator (Perimeter)



2 Ravinia Drive NE, Suite 970, Atlanta, GA 30346

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## Responsibilities:

- **Administrative Support:** Perform daily administrative functions for the senior management team and the entire support services team, ensuring efficient operation of the office.
- **Expense Management:** Handle expense reports for staff and management, ensuring accurate tracking and timely processing.
- **Presentation Preparation:** Prepare and assemble high-quality presentation materials for the CEO and CFO for Board of Directors meetings. Collaborate with diverse team members to gather necessary information.
- **Event Coordination:** Organize and coordinate events for support services, including internal gatherings, external meetings, and special events, both onsite and offsite.
- **Vendor Management:** Serve as the primary liaison with IT managed services vendor, DAS Health, ensuring effective communication and coordination of services.
- **Onboarding Support:** Assist with the onboarding process for new team members, providing them with the necessary resources and support to ensure a smooth integration into the company.
- **Facility Upkeep:** Manage kitchen cleanliness and stocking, ensuring a well-maintained and welcoming environment.

## Qualifications:

- Associate's degree in business administration or a related field.
- Advanced proficiency in Microsoft Office Suite, especially Excel and PowerPoint. Familiarity with financial and expense management systems is preferred.
- At least 3 years of experience in an administrative role, preferably within a busy corporate environment.

Apply Online at: <https://tinyurl.com/2b3afdlf>

Source: Indeed

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# Front Desk Assistant PT (Perimeter)



41 Perimeter Center East, Dunwoody, GA 30346

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## **Responsibilities:**

- Provide a positive environment for supportive, recovery-based treatment.
- Serve as initial point of contact for the company, including incoming phone calls, vendors, patients and visitor
- Cordially and professionally greet all visitors and phone callers
- Primary contact for ensuring facility readiness and cleanliness in the mornings

## **Qualifications:**

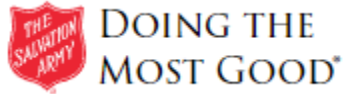
- Bachelors Degree preferred
- At least 2 years of experience in a Front Desk, Administrative or equivalent position, required.
- Experience in a healthcare setting preferred.

Apply Online at: <https://tinyurl.com/2arx6wve>

Source: Indeed

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# Document Processor (Brookhaven)



1424 Northeast Expy NE, Atlanta, GA 30329

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## **Responsibilities:**

- Codifies, files, retrieves, and keeps electronic and hardcopy company records current. Prepares catalog of documentation.
- Assign cross-indexing numbers if the subject matter should be classified and filed under more than one heading.
- Searches for and investigates information contained in files, adds additional data to file records, completes reports, keeps files current, and supplies information from file data or electronic data files.

## **Qualifications:**

- High school diploma or G.E.D. AND one year of experience in document processing, data entry, or legal support OR any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

Apply Online at: <https://tinyurl.com/24tzo3ll>

Source: Employer Website

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# Administrative Assistant / Scheduler (Roswell)



770 Old Roswell Place, Suite B500, Roswell, GA 30076

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## **Responsibilities:**

- Provide administrative support to ensure efficient operation of the office
- Answer and direct phone calls in a polite and professional manner
- Assist in resolving any administrative problems
- Prepare and modify documents including correspondence, reports, drafts, memos, and emails
- Schedule and coordinate installs
- Organize and maintain filing systems, both electronic and physical
- Coordinate events, including meetings, conferences, and installs
- Perform data entry tasks such as order entry and updating customer information

## **Qualifications:**

- Proficient in using Microsoft Office Suite (Word, Excel, PowerPoint)
- Experience in event planning is a plus

No weekends

\$30,000 a year

Apply Online at: <https://tinyurl.com/2dyatnko>  
Source: Indeed

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# Mail Clerk (Chamblee)



2970 Brandywine Road Suite 200, Atlanta, GA 30341

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Open, sort, batch and scan incoming mail. Access various software programs to aide in batching receivables by location. Perform day to day financial transactions. Including retrieving, classifying, computing, and recording accounts receivables' data in compliance with financial policies and procedures. Identify and provide management with daily issues hindering mail batching and check deposits.

## **Qualifications:**

- High school diploma 1-2 years of work experience in an office environment; dental environment preferred
- Proficient in the use and application of MS Office, specifically Excel

Apply Online at: <https://tinyurl.com/25pggxec>

Source: Indeed



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# Executive Assistant (Buckhead)

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3560 Lenox Road NE, Atlanta, GA 30326

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## Responsibilities:

- Act as the point of contact among executives, employees, clients, and other external partners
- Manage information flow in a timely and accurate manner
- Manage executives' calendars and set up meetings
- Make travel and accommodation arrangements
- Track daily expenses and prepare weekly, monthly, or quarterly reports
- Format information for internal and external communication – memos, emails, presentations, reports
- Take minutes during meetings
- Screen and direct phone calls and distribute correspondence
- Plan and organize team calls, all hands, off-sites, and large meetings

## Qualifications:

- Bachelor's Degree in Business or related field preferred
- 3 - 5 years of administrative experience, preferably in a Legal, IT, Supply Chain, Human Resources or manufacturing headquarter environment

Apply Online at: <https://tinyurl.com/22nbtn8o>

Source: Employer Website

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# Front Desk Specialist PT Weekends (Roswell)



**Universal Tennis Management | Horseshoe Bend Country Club**

2100 Steeplechase Ln, Roswell, GA 30076

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## **Responsibilities:**

- Respond to telephone and email customer queries, issues and requests for court time, adult and junior program information, team availability and fees.
- Keep updated on events and changes in programs in order to deliver correct information and encourage participation.
- Direct questions and messages to other staff members timely and accurately.
- Manage the daily court sheets to ensure payment of fees are accurate; alert Site Administrator of customer failure to pay for lessons, practices and / or match fees.
- Reconcile the credit card and cash transactions daily, to ensure that the banking is accurate.
- Maintain facility order and cleanliness, including the locker rooms, front desk and storage areas.

## **Qualifications:**

- High School graduate; some college preferred
- Prior retail sales and customer service experience
- Prior experience with Microsoft Office Suite and products

Part Time, Sunday thru Saturday; 4:00 PM to 8:15 PM

\$13 an hour

Apply Online at: <https://tinyurl.com/25ft4ujz>

Source: Indeed

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# Professional Assistant PT (Buckhead)



5750 Long Island Drive NW, Atlanta, GA 30327

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Responsibilities include greeting parents, visitors, and late students upon arrival, directing each appropriately while maintaining security procedures; answering and directing phone calls; supporting administrators; processing incoming and outgoing mail and deliveries; placing office supply and other orders; maintaining student records; keeping areas clean and orderly; and other general office duties.

## **Qualifications:**

- Proficient in Microsoft Office, comfortable with technology, and experienced in an office setting

Three days a week (Wednesdays, Thursdays, and Fridays 7:30 a.m. – 6:00 p.m.)

\$18 - \$20 an hour

Apply Online at: <https://tinyurl.com/yom4tsv>

Source: Employer Website

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# Mail Coordinator / Driver (Alpharetta)



CANON BUSINESS PROCESS SERVICES

Alpharetta, GA 30005

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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. Log and deliver incoming overnight packages within established time frames.
- Log outgoing and incoming items as required and review for accuracy/completeness.
- Will drive company vehicle to pick up and deliver outgoing mail and packages from client site and/or other locations within established time frames.

## Qualifications:

- High school Diploma or equivalent
- 2-5 years' experience working in a mailroom or professional office environment
- Valid U.S. Driver's License with a clean driving record
- Previous driving experience
- Basic knowledge of metering, weighting, logging and other shipping procedures
- Basic computer skills required

Apply Online at: <https://tinyurl.com/2bdjdaf7>

Source: Indeed

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# Office Assistant (Roswell)



295 W Crossville Rd STE 200, Roswell, GA 30075

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## Responsibilities:

- Organize company trips and handle employee travel itineraries to ensure off-site events go well
- Assist with other administrative tasks, such as data entry, copying, filing etc.
- Keep the front office secure by ensuring all visitors follow the proper sign-in procedures
- Schedule appointments and ensure the business calendar is accurate and up-to-date
- Respond to incoming phone calls and emails and make sure the right people receive all important information

## Qualifications:

- Has previous experience with word processing programs and basic computer skills
- At least one year of receptionist or administrative assistant, experience, or similar preferred
- High school graduate, G.E.D. recipient, or equivalent

\$15 - \$17 an hour

Apply Online at: <https://tinyurl.com/2c8ue798>

Source: Indeed

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# Event Support Staff PT (Roswell)



9135 Willeo Rd, Roswell, GA 30075

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## **Responsibilities:**

- Prepare event space including setting-up tables, chairs, lights, stage, sound, etc.
- Be a welcoming face for guests of the event and direct to the correct location; answer any questions.
- Assist in event monitoring.
- Drive guests to event location (and back) if needed in the CNC Golf Cart
- Throughout evening, check on facilities and make sure clean and functioning – clean if needed.
- At conclusion of event assist in break-down of event including sweeping, cleaning, and emptying trash.

## **Qualifications:**

- Must be available to work at least three events a month.
- Valid Georgia Driver's License

\$17 - \$20 an hour

Apply Online at: <https://tinyurl.com/2yzve2uo>

Source: Indeed

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# Receptionist (Roswell)



2500 Club Springs Dr, Roswell, GA 30076

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## Responsibilities:

- Greet all visitors, members and guests in an attentive, friendly, courteous, service-oriented manner and provide direction to correct destination.
- Maintain regular, dependable attendance and punctuality.
- Maintain high standards of professional appearance and grooming, which include wearing proper attire and name tag when working.
- Respond promptly to requests from members, guests, and staff in a polite and professional manner.
- Answer telephone in a courteous and professional manner.
- Screen and direct calls as appropriate.
- Take information from callers and relay messages to appropriate departments.
- Assist in answering basic member queries related to club operations, membership, and events to the best of your ability when possible.
- Receive and sort mail and deliveries.
- Schedule appointments and coordinate meetings.
- Maintain appointment schedule either electronically or manually.
- Ensure knowledge of staff movements in and out of the club.
- Provide general administrative and clerical support as needed.

## Qualifications:

- High school diploma or GED required. AA or AS degree a plus.
- One to three years of receptionist, administrative assistant or related experience preferred.
- Must be proficient with computers systems to include Outlook, email, MS Word, Excel and familiar with accounting and membership software.

Apply Online at: <https://tinyurl.com/23efoff2>

Source: Indeed

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# Administrative Assistant (Buckhead)



3424 Peachtree Road NE, Atlanta, GA 30326

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## **Responsibilities:**

- Answering all incoming calls to the main switchboard, taking messages and transferring calls to the appropriate department
- General office work such as filing, photocopying, daily mail duties, faxing, typing correspondence, memos, reports and presentations
- Organizing and maintaining office/administrative files (also assisting Underwriters with file management)
- Completing expense reimbursements for Branch Manager and Underwriters, as well as AMEX card monthly reports
- Making travel and hotel arrangements for Branch Manager and Underwriters in the office
- Calendar management for the Branch Managers and Underwriters in the office
- Scheduling meetings and arranging video/conference calls. Ordering lunch for meetings

## **Qualifications:**

- Knowledge of administrative practices procedures and office management skills, as typically acquired through three or more years of administrative experience
- Computer skills including Microsoft office, Word, Excel, and PowerPoint

Apply Online at: <https://tinyurl.com/26wr6g6r>

Source: Employer Website



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# Executive Assistant (Sandy Springs)



400 Northridge Rd #600, Atlanta, GA 30350

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## Responsibilities:

- Calendar/Travel – Manage all appointments by accessing the executive team calendars and send meeting requests directly from the CEO's account to attendees.
- Travel – Arrange all travel logistics, including flights, cars, hotels, and dinners. Contact clients directly to schedule meetings in an order that enhances efficiency during business trips.
- Writing – Independently compose letters and emails to clients and business associates, both from dictation and on your own initiative. Ensure that all commitments made in the correspondence are followed through.
- Phone – In the CEO's absence, you will be responsible for answering all calls, accurately relaying messages, and personally handling any requests whenever possible.
- Meetings – Schedule all recurring meetings with leadership teams. Create and circulate agendas accordingly. Secure arrangements for group meetings, hotels, meals, and activities. Negotiate and lead contracts as appropriate. Attend meetings to take meeting minutes and supervise all deliverables, as requested.
- Presentations – Update all PowerPoint presentations that are used for executive team meetings, and various company update meetings ensuring that all information is current and accurate.

## Qualifications:

- 5+ years related experience supporting C-Suite executive or equivalent combination. Bachelor's degree (BA/BS or equivalent experience)

Apply Online at: <https://tinyurl.com/232zp233>

Source: Employer Website

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# Food Service, Housekeeping, & Other Now Hiring – Week of 6/16/24

## **Server (Buckhead)**

**\$15 an hour**

Legacy Ridge / 4804 Roswell Road, Atlanta, GA 30342

<https://tinyurl.com/23b57y6n>

## **Laundry Attendant (Alpharetta)**

Hilton / 5775 Windward Parkway, Alpharetta, GA 30005

<https://tinyurl.com/2cyz7dlg>

## **Server (Dunwoody)**

**\$16 - \$17 an hour**

Dunwoody Country Club / 1600 Dunwoody Club Drive, Atlanta, GA 30350

<https://tinyurl.com/23c9p6yx>

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

**\$14.50 an hour**

Hilton / 5775 Windward Parkway, Alpharetta, GA 30005

<https://tinyurl.com/23saly2n>

## **Concierge Porter (Sandy Springs)**

Amentum / 6480 Barfield Rd, Sandy Springs, GA 30328

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

## **Service Department Custodian (Alpharetta)**

Angela Krause Ford / 1575 Mansell Road, Alpharetta, GA 30009

<https://tinyurl.com/24h9ezm4>

## **Housekeeper PT (Roswell)**

**\$14.50 - \$16.50 an hour**

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

<https://tinyurl.com/2a7u6l2c>

## **Housekeeper (Alpharetta)**

**\$16.50 - \$20.50 an hour**

Inspired Living / 11450 Morris Road, Alpharetta, GA 30005

<https://tinyurl.com/2dl52x5a>