
Entry level Administrative Assistant / Paralegal PT (Chamblee)

HAMILTON, WESTBY, ANTONOWICH & ANDERSON LLC

4360 Chamblee Dunwoody Rd #420, Atlanta, GA 30341

Qualifications:

- 4-year college degree or paralegal certificate is required.
- Entry level to 3 years' experience.

20 to 25 hours per week

\$18 - \$22 an hour

Apply Online at: <https://tinyurl.com/2y2xaptl>

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:

- 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: <https://tinyurl.com/26gh53w9>

Source: Indeed

Receptionist (Buckhead)



3391 Peachtree Rd NE UNIT 110, Atlanta, GA 30326

Responsibilities:

- Greet and welcome guests as soon as they arrive at the office
- Direct visitors to the appropriate person and office
- Answer, screen and forward incoming phone calls
- Ensure reception area is tidy and presentable, with all necessary stationery and material (e.g. pens, forms and brochures)
- Provide basic and accurate information in-person and via phone/email
- Receive, sort and distribute daily mail/deliveries
- Maintain office security by following safety procedures and controlling access via the reception desk (monitor logbook, issue visitor badges)
- Order front office supplies and keep an inventory of stock
- Update calendars and schedule meetings
- Arrange travel and accommodations, and prepare vouchers
- Keep updated records of office expenses and costs
- Perform other clerical receptionist duties such as filing, photocopying, transcribing and faxing

Qualifications:

- Proven work experience as a Receptionist, Front Office Representative or similar role
- Proficiency in Microsoft Office Suite
- High school degree; additional certification in Office Management is a plus

\$45,000 - \$55,000 a year

Apply Online at: <https://tinyurl.com/28pd7ryZ>

Source: Indeed

Administrative Assistant / Reception (Roswell)



745 Hembree Pl, Roswell, GA 30076

Responsibilities:

- Answer the phones and deliver messages to appropriate staff.
- Track daily client check-ins at the beginning of programming and after lunch.
- Log client attendance including absences and tardiness in company's Electronic Medical Record System (KIPU)
- Follow up with clients who are late or no show via phone call.
- Responsible for maintaining and organizing programming group attendance logs.
- Support with Drug testing process including breathalyzing and urinalyses.
- Assist with client admission process (intakes) as needed.
- Create and maintain electronic filing systems, both electronic and physical.

Qualifications:

- Customer service: 2 years (Required)

\$18 - \$22 an hour

Apply Online at: <https://tinyurl.com/25zyz527>

Source: Indeed

Posted 6/23/2024

Administrative Coordinator (Brookhaven)



1575 NE Expy NE, Atlanta, GA 30329

Responsibilities:

- Maintains calendar, schedules appointments, and works with leader to manage time. Supports management staff or department by typing and editing correspondence, file maintenance, document reproduction, scheduling appointments, disseminating departmental information, and answering telephone (answering callers' questions and providing requested information as necessary).
- Performs financial administration duties that may include reconciliation of cash activities and financial spending transactions on a monthly basis and input/submission of expense reports and invoices for payment.
- Screens incoming phone calls and manages relationship with outside vendors and internal staff.
- Prepares and disseminates department and committee minutes/agenda and other meeting materials in a timely manner, and coordinates conference room scheduling and setup of meetings.
- Acts as office administrator to order and stock supplies, perform record-keeping, act as liaison to other departments and/or vendors, and perform quality management functions as necessary.
- Creates and edits documents using PowerPoint, Excel, and Word, while ensuring documents adhere to Children's' style guidelines.

Qualifications:

- 2 years of administrative support role experience in professional office environment
- Bachelor's degree in business, healthcare, or related field preferred
- Proficient in full suite of Microsoft Office and other Windows-based applications

Monday-Friday

Apply Online at: <https://tinyurl.com/23o7d8wy>

Source: Indeed

Office Coordinator/Admin Assistant (Sandy Springs)



355 Hammond Dr, Sandy Springs, GA 30328

Responsibilities:

- Provide administrative support to including calendar management, travel arrangements, expenses, etc.
- Serve as a liaison to office suppliers, order office and kitchen supplies
- Scheduled, plan and execute in-office events (including but not limited to daily birthday/anniversaries, employee appreciation events, company lunches, etc.)
- Responsible for the organization and presentation of shared offices spaces (conference, supply, and break rooms)
- Produce and distribute company-wide correspondence
- Handle general mail pick up and drop off; sort and distribute daily, prepare and receive shipments from mail carriers
- Greet clients and vendors upon arrival to the office and direct them appropriately
- Answer incoming calls and professionally re-direct the call to the appropriate individual/department
- Manage the process for building/suite access cards which includes maintaining a master list of badges, track changes, distribute as necessary, request additional badges
- Manage UPS account, including resetting passwords, setting up new locations and user as well as order necessary supplies

Qualifications:

- Minimum 3 years of previous experience in a corporate environment
- High school diploma or equivalent
- Proficient in MS Office

Apply Online at: <https://tinyurl.com/25796y5n>

Source: Employer Website

Human Resources Coordinator (Sandy Springs)



1000 Abernathy Rd NE #100, Atlanta, GA 30328

Responsibilities:

- Maintain accurate and updated employee files, including new hire paperwork, benefits enrollment, and performance evaluations.
- Coordinate and facilitate new employee orientation and onboarding processes.
- Serve as a point of contact for employees regarding HR policies, procedures, and benefits.
- Administer employee benefits, including health insurance, retirement plans, and PTO.
- Assist with performance management by tracking employee goals, conducting evaluations, and providing support for employee development.
- Respond to employee inquiries and investigate and address any employee relations issues.
- Ensure compliance with all state and federal labor laws and regulations.
- Maintain and update HR policies and procedures as needed.

Qualifications:

- Bachelor's degree in human resources or related field and/or equivalent experience.
- At least 5 years of related professional experience.

Apply Online at: <https://tinyurl.com/22rucffj>
Source: Indeed

Receptionist PT (Alpharetta)



5755 North Point Pkwy UNIT 37, Alpharetta, GA 30022

Responsibilities:

- Greet clients and visitors in a professional and friendly manner
- Answer phone calls and direct them to the appropriate staff member
- Schedule appointments and manage calendars for staff members
- Set up new clients in our system and gather necessary information
- Process and send out invoices to clients
- Ensure accurate and timely filing of paperwork and documentation
- Maintain the cleanliness and organization of the reception area

Qualifications:

- High school diploma or equivalent
- Previous experience as a receptionist or in a similar role
- Previous experience in an accounting practice is well regarded but not a must
- Proficiency in Microsoft Office and other computer programs

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

Source: Indeed

Customer Service Specialist II



38 Hill St, Roswell, GA 30075

Responsibilities:

- Serve as the first line of contact to external customers via telephone or in-person; refer customers to appropriate staff and/or provide general information regarding City functions and services and explain department operating policies and procedures.
- Work directly with customers and engage with responses through all communication channels, including walk-in, phone, email, chat, and messaging.
- Communicate solutions appropriately, whether in writing or verbally.
- Receive and resolve customer calls, emails, and support tickets via an online tracking system.
- Perform ad hoc service-related tasks or projects as necessary.
- Refer to premade scripts for a variety of customer service topics.
- Use best practices in customer service techniques to develop rapport and build relationships with customers.
- Manage customer accounts for programs such as property taxes and utility services.
- Provide light technical instruction to callers, including assistance with phone applications, mobile websites, and mobile apps.
- Complete billing with accuracy.
- Accurately enter data and maintain records by entering, updating, verifying, or making corrections to data/information manually or into a computer system, records, or log.

Qualifications:

- College degree preferred
- Supplemented by three (3) years of experience, preferably in clerical support, customer service, or a related field

\$21.83 - \$28.37 an hour

Apply Online at: <https://tinyurl.com/2456ntlx>

Source: Indeed

Front Desk Receptionist (Buckhead)



Sev Laser Aesthetics

3400 Around Lenox Rd NE Suite 202B, Atlanta, GA 30326

Responsibilities:

- Checking patients in and out
- Managing inventory
- Scheduling patients and clients for various appointments
- Maintaining a clean and well-stocked environment for patients
- Ensuring an impactful, enjoyable, and efficient visit for each patient
- Confirming appointments via email and phone calls
- Managing the schedule and flow of the office

Qualifications:

- 1-2 years of Receptionist experience, and/or a minimum of 1 year work experience in an aesthetic or medical spa setting.

Apply Online at: <https://tinyurl.com/23x2y585>

Source: Indeed

Rec & Parks Visitor Services Specialist PT



This position is a customer service and staff support position. The purpose of this classification is to provide high-level customer service to our community while supporting functions of Department facilities and full time staff. Work involves opening/closing of facilities, communication via phone and email, general clerical work, proofreading documents, assisting with room set-ups and takedowns and assisting with scheduled activities and programs. Employee is also responsible for screening and independently handling a variety of routine inquiries by telephone, e-mail, and in person.

Qualifications:

- No work experience is required for this entry-level position. Experience or education is preferred, which provides the necessary knowledge, skills, and abilities for this job.

\$11.00 - \$15.50 an hour

Apply Online at: <https://tinyurl.com/279gofgy>

Source: Indeed

Claims Coordinator (Alpharetta)



6875 Shiloh Rd E, Alpharetta, GA 30005

Responsibilities:

- Collect and compile data received from various sources
- Analyze and consolidate data quickly to create accurate written reports
- Provide complete published report to the customer within specified deadlines
- Communicate with customer by telephone and/or email to resolve problems

Qualifications:

- Proficient in Microsoft Excel

Apply Online at: <https://tinyurl.com/288zesby>

Source: Indeed

Administrative Assistant (Dunwoody)



3 Dunwoody Park Suite 122, Atlanta, GA 30338

As an Administrative Assistant, you are responsible for the entire recruitment life-cycle. You will manage inbound and outbound telephone calls with potential candidates. You will complete phone interviews, schedule and conduct in-person interviews, schedule and conduct onboarding and orientation, track the hiring process within our system, and assist with the development of new recruiting processes and tools. You will complete data entry in our employee database and manage personnel filing along with other duties as assigned.

Qualifications:

- Customer service: 1 year (Preferred)
- Advanced skills with MS Office tools

There is a required training for 1 week in Pensacola, FL. You will be responsible for getting yourself to Pensacola for the agreed-upon dates of training. Hotel will be provided by the company as well as mileage and per diem once you arrive.

\$16 - \$18 an hour

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

Source: Indeed

Receptionist / Front Desk (Alpharetta)



5755 North Point Pkwy Suite 269, Alpharetta, GA 30022

Responsibilities:

- Provides administrative support to ensure efficient operation of office.
- Answers phone calls, schedules meetings and supports visitors.
- Carries out administrative duties such as filing, typing, copying, binding, scanning etc.
- Completes operational requirements by scheduling and assigning administrative projects and expediting work results.
- Exhibits polite and professional communication via phone, e-mail, and mail.
- Supports team by performing tasks related to organization and strong communication.
- Develops administrative staff by providing information, educational opportunities, and experiential growth opportunities.
- Ensures operation of equipment by completing preventive maintenance requirements, calling for repairs, maintaining equipment inventories and evaluating new equipment and techniques.
- Provides information by answering questions and requests.
- Maintains supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies.

Qualifications:

- Associate (Required)
- Microsoft Office: 3 years (Preferred)
- Customer Service: 3 years (Preferred)

\$15 - \$17 an hour

Apply Online at: <https://tinyurl.com/2543nj4u>

Source: Indeed

Food Service, Housekeeping, & Other Now Hiring – Week of 6/23/24

Valet Attendant (Buckhead)

\$15.13 - \$17.13 an hour

12 Oaks Parking

<https://tinyurl.com/2949jmaf>

Dishwasher PT (Alpharetta)

\$13 - \$15 an hour

Chow Won Korean Steakhouse / 950 North Point Dr, Alpharetta, GA 30022

<https://tinyurl.com/23575ubr>

Part-Time Crew Worker (Roswell)

\$10.00 - \$13.50 an hour

City of Roswell

<https://tinyurl.com/25lqnp6e>

Bistro Team Member PT (Perimeter)

Courtyard Atlanta Perimeter Center / 6250 Peachtree-Dunwoody Rd, Atlanta

<https://tinyurl.com/2d6phh82>

Housekeeper (Roswell)

From \$15 an hour

Brickmont Assisted Living / 2560 Holcomb Bridge Rd, Alpharetta, GA 30022

<https://tinyurl.com/254wgmub>

Server (Roswell)

\$14.50 an hour

Brookdale Senior Living / 1000 Applewood Dr, Roswell, GA 30076

<https://tinyurl.com/28d8fqqq>

Bellman / Shuttle Driver (Perimeter)

\$15 an hour

Marriott / 246 Perimeter Center Pkwy NE, Atlanta, GA 30346

<https://tinyurl.com/26q8gzzs>