
Receptionist (Dunwoody)



Weissman PC

5909 Peachtree Dunwoody Road, Atlanta, GA 30328

Responsibilities:

- Receive and direct calls, agents, buyers, sellers, and vendors with the utmost warmth and professionalism.
- Assist attorneys and staff, ensuring confidentiality of client and firm matters.
- Prepare and manage documents for real estate closings and support the team in any way necessary to ensure the best client experience possible.

Qualifications:

- High school diploma or equivalent.
- At least six months of experience in a similar role.
- Working knowledge Microsoft Word and Excel.
- Closing software experience helpful but not necessary.

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

Source: Indeed

Front Desk Receptionist – Contract (Brookhaven)



4004 Summit Blvd, Atlanta, GA 30319

Responsibilities:

- Greets clients, visitors, and guests; determines the purpose of each person's visit and directs or escorts him or her to the appropriate location.
- Answers, screens, and directs phone calls to staff; takes messages and schedules appointments.
- Receives mail, documents, packages, and courier deliveries and delivers or distributes items.
- Performs administrative and clerical support tasks. Performs basic filing and recordkeeping.

Qualifications:

- Proficient with Microsoft Office Suite or related software.
- High school diploma or equivalent required.

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

Source: Employer Website

Receptionist PT (Alpharetta)



12300 Morris Road, Alpharetta, GA 30005

Responsibilities:

- Greet and welcome all visitors and guests upon their entrance into the community and when calling by phone.
- Deliver professional and courteous communications to families regarding community events, resident supply needs, care plan meetings and other communications as requested.
- Oversee all aspects of general office coordination including copying, faxing, mailing, and filing.
- Open, sort, and distribute incoming correspondence including mail and faxes.
- Sign for and distribute UPS/FedEx or similarly delivered packages.
- Manage the office supplies, uniforms, name badges, and postage accounts.
- Assist Business Office Manager in maintaining employee and resident files.
- Assist in maintaining in-service records to include course content, instructor, agendas and rosters.

Qualifications:

- Customer service: 1 year (Required)
- Administrative experience: 1 year (Required)

From \$15 an hour

Apply Online at: <https://tinyurl.com/27228fmx>

Source: Indeed

Office Receptionist (Roswell)



490 Sun Valley Dr suite 103, Roswell, GA 30076

Responsibilities:

- Greet and welcome visitors in a courteous and professional manner
- Answer and direct phone calls using proper phone etiquette
- Schedule appointments and manage calendars
- Provide customer support by addressing inquiries and resolving issues promptly
- Perform questionnaires and data entry tasks accurately and efficiently

Qualifications:

- Good computer and telephone skills
- Customer service: 1 year (Preferred)

\$15 - \$17 an hour

Apply Online at: <https://tinyurl.com/26j9lxyw>

Source: Indeed

Retail Office Assistant PT (Alpharetta)



6551 North Point Parkway, Alpharetta, GA 30022

Outlet Office Assistants are responsible for supporting sales associates, customers, and store management, processing payments and finance applications answering delivery questions, assisting with customer care responsibilities, answering phones, and various other office duties as assigned.

Qualifications:

- Over six months of relevant experience preferred
- Computer navigation skills, general computer knowledge, and MS Office understanding

\$14 - \$16 an hour

Apply Online at: <https://tinyurl.com/2bsomo65>

Source: Employer Website

Receptionist (Dunwoody)



1050 Crown Pointe Pkwy #1800, Atlanta, GA 30338

Responsibilities:

- Welcome fellow employees, clients, and visitors when they enter the building and give them any pertinent information or directions
- Respond to incoming phone calls and emails and make sure the right people receive all important information
- Schedule appointments and ensure the business calendar is accurate and up-to-date
- Manage incoming and outgoing mail and handle deliveries
- Book travel arrangements and prepare itineraries so off-site meetings go smoothly

Qualifications:

- Exhibits working knowledge of Microsoft Office and basic computer skills
- Must have graduated high school, received a G.E.D. or equivalent
- 1+ year of front desk receptionist experience or related job experience preferred
- Marketing experience is highly preferred

\$50,000 a year

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

Source: Indeed

Professional Assistant PT (Buckhead)



5750 Long Island Drive NW, Atlanta, GA 30327

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

Wednesdays, Thursdays, and Fridays 7:30 a.m. – 6:00 p.m

\$18 - \$20 an hour

Apply Online at: <https://tinyurl.com/yom4tsvv>

Source: Employer Website

HR Coordinator (Dunwoody)



Two Concourse Pkwy #500, Atlanta, GA 30328

Responsibilities:

- Process onboarding maintaining records of personnel-related data in the database and ensure I-9 requirements are met.
- Coordinate New Hire Orientations for all employees to ensure positive candidate experience.
- Data entry and QA of employee changes into the HR system.
- Assists HR efforts by coordinating meeting, preparing materials, documents, spreadsheets, and presentations as needed.
- Creation of billing reports and perform reconciliation of billing for all HR vendors.
- Generate monthly headcount and benefits reports.
- Maintain ADP System which includes entering New Hire paperwork, process benefit changes. and working with ADP to upload interface files as well as vendor discrepancies.
- Creation of reports and Org Chart from HR system for ongoing customer needs.
- Respond to employment verifications and employee inquiries.

Qualifications:

- Bachelor's degree required is preferred but not required.
- 2-4 Years of Human Resources Experience
- Experience in HR systems.
- ADP Workforce NOW experience is a plus.

Apply Online at: <https://tinyurl.com/276vpylt>
Source: Employer Website

Front Desk (Roswell)



625 West Crossville Road, Roswell, GA 30075

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

[No qualifications specified in ad.]

\$11 - \$15 an hour

Apply Online at: <https://tinyurl.com/27mgfq5t>

Source: Indeed

Residences Concierge PT (Buckhead)



THE RITZ-CARLTON

3630 Peachtree Road NE, Atlanta, GA 30326

Respond to Residence owners' and their guests' requests for visitor information, special arrangements, or services (e.g., transportation, reservations, dry cleaning) by making arrangements or identifying appropriate providers. Respond to special requests from Residence owners and their guests with unique needs and follow up to promote satisfaction. Gather, summarize, and provide information to Residence owners and their guests about the property and the surrounding area amenities, including special events and activities. Announce all visitors, contractors, etc. to Residence owners before allowing them to go up and permit access to only authorize visitors and implement into the key track system. Answer, record, and process all calls, messages, requests, questions, or concerns. Contact appropriate individual or department (e.g., Engineer, Bellperson, Housekeeping) as necessary to resolve call, request, or problem. Understand and assist with owners' reservation services (HRS). Assist with scheduling of the elevator for move-in/out for Residence owners/tenants. Assist with Bell/valet services for owners when requesting for their vehicles. Perform Lobby Ambassador tasks. Review shift logs/daily memo books and document pertinent information in logbooks.

Qualifications:

- High school diploma or G.E.D. equivalent.
- At least 1 year of related work experience.

Apply Online at: <https://tinyurl.com/22b7yodu>

Source: Employer Website

Playcenter Attendant Pt (Alpharetta)



3655 Preston Ridge Rd, Alpharetta, GA 30005

Provide care, lead activities, and ensure the safety of children between the ages of three months and twelve years.

Qualifications:

- Complete all required trainings prior to start; must obtain CPR certification within the first 30 days of employment.
- A working knowledge of computers including MS Word and MS Excel is preferred.

Apply Online at: <https://tinyurl.com/25gj6xjn>

Source: Employer Website

Front Desk Receptionist (Sandy Springs)



HERITAGE PROPERTY MANAGEMENT

500 Sugar Mill Rd 200b, Atlanta, GA 30350

Responsibilities:

- Greet and welcome clients and visitors with a positive attitude.
- Answer, screen, and forward incoming phone calls.
- Maintain a tidy and presentable reception area.
- Manage and distribute mail, packages, and deliveries.
- Assist with administrative tasks as needed.
- Handle inquiries and resolve issues promptly and professionally.
- Maintain office security by following safety procedures and controlling access.

Qualifications:

- High school diploma or equivalent.
- Proven experience as a receptionist or in a similar role.
- Proficient in Microsoft Office Suite.

\$40,000 a year

Apply Online at: <https://tinyurl.com/23sp465h>

Source: Indeed

Executive Assistant PT (Buckhead)



3790 Ashford Dunwoody Rd NE, Atlanta, GA 30319

The Executive Assistant is the primary point of contact for all matters related to the Office of the Principal. This role is crucial in providing administrative support and facilitating effective communication within the school.

Qualifications:

- Minimum of two years of administrative support experience
- Candidates with experience in an independent school setting are preferred

29 hours per week

Apply Online at: <https://tinyurl.com/25qsb549>

Source: Employer Website

Guest Service Representative PT (Perimeter)



4565 Ashford Dunwoody Rd, Atlanta, GA 30346

Responsibilities:

- Greet and register guests, provide room assignments, maintain guest privacy, and accommodate special request when possible.
- Promote and sell services/amenities of the hotel.
- Promote repeat business by offering to take future reservations and providing recommendations for alternate same brand-type products.
- Be aware of potential sales leads and contacts thorough guest interaction. Report information to the appropriate individual.
- Keep housekeeping and other departments informed of any special requests, late check-outs, and special needs areas.
- Check all credit cards for validity before the end of the shift.
- Learn and utilize PMS.
- Ensure all cash, check and miscellaneous departments are in balance at shifts end.
- Assist in other areas: F & B, cleanliness of property wherever assistance is needed for guest satisfaction.

Qualifications:

- Experience in service, sales, telesales or guest relations type of industry is helpful, not mandatory.
- Computer literate to thoroughly operate property management system: post charges, compute bills, collect payment and make change.

\$14 an hour

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

Source: Indeed

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

Janitor - Phipps Plaza (Buckhead)

\$13.07 an hour

Allied Universal

<https://tinyurl.com/259o8wrf>

FOOD SERVICE WORKER (Dunwoody)

\$18.00 - \$18.50 an hour

FLIK Hospitality / The Mount Vernon School | 471 Mount Vernon Hy NE, Atlanta, GA 30328

<https://tinyurl.com/23jpho6q>

Server (Sandy Springs)

\$14 - \$16 an hour

Somerby Sandy Springs / 25 Glenlake Pkwy NE, Sandy Springs, GA 30328

<https://tinyurl.com/2xobt4rp>

Car Wash Attendant PT (Roswell)

\$10 - \$11 an hour

Tidal Wave Auto Spa / 1564 Holcomb Bridge Road, Roswell, GA 30076

<https://tinyurl.com/26yh8euc>

Housekeeper (Alpharetta)

Hilton / 5775 Windward Parkway, Alpharetta, GA 30005

<https://tinyurl.com/2c6mz43n>

HousekeeperPT (Buckhead)

\$13.00 - \$14.95 /Hr

Sunrise at Buckhead / 1000 Lenox Park Boulevard NE, Atlanta, GA 30319

<https://tinyurl.com/2dfybv3e>

Dishwasher (Alpharetta)

CMX Cinemas CineBistro / 6215 Town Square, Alpharetta, GA 30005

<https://tinyurl.com/2xon7fns>

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

Dishwasher (Buckhead)

\$14 - \$17 an hour

The Cheesecake Factory / 3393 Peachtree Road NE, Atlanta, GA 30326

<https://tinyurl.com/2yk6fz6e>

Dishwasher (Chamblee)

\$13 - \$15 an hour

Bad Daddys Burger Bar / 5070 Peachtree Boulevard, Chamblee, GA 30341

<https://tinyurl.com/2b3p6kg7>

Floor Staff PT (Chamblee)

\$13.25 an hour

Hollywood 24 / 3265 Northeast Expy Access, Chamblee, GA 30341

<https://tinyurl.com/2cp7563u>