
Receptionist (Buckhead)



3500 Lenox Road NE, 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
- Provide basic and accurate information in-person and via phone/email
- Perform other clerical receptionist duties such as photocopying, transcribing, and faxing

Qualifications:

- Proven work experience as a Receptionist, Front Office Representative, or similar role
- Proficiency in Microsoft Office Suite
- High school diploma

\$30,000 - \$40,000 a year

Apply Online at: <https://tinyurl.com/28gveqs9>

Source: Indeed

Administrative Assistant (Alpharetta)



Pajunk Medical Systems

4575 Marconi Dr, Alpharetta, GA 30005

Responsibilities:

- Greet and assist visitors at the front desk
- Perform general clerical duties including photocopying, faxing, and filing
- Manage phone systems and direct calls to appropriate parties
- Makes travel and visitor arrangements, including the preparation of conference room and the coordination of catering events
- Create Excel reports, statistics and graph information for department heads
- Organize and book convention space
- Organize and schedule appointments
- Plan large group meetings, review event contracts, and other large company events
- Performs general office support duties including but not limited to copying, filing, mailing, faxing, maintaining office directories and filing systems
- Prepares basic correspondence (email, letter, etc.)
- Takes minutes during staff and team meetings and initiates action items
- Manage company fleet vehicles

Qualifications:

- Proven experience as an Administrative Assistant or relevant role
- Proficiency in Google Suite and other office software

\$28 - \$32 an hour

Apply Online at: <https://tinyurl.com/292l29k5>

Source: Indeed

Team Member PT (Alpharetta)



Responsibilities:

- Interact with customers during the sale
- Remove, sort and organize items throughout clients' homes, including those in attics, basements, storage areas, etc
- Place items in a logical manner throughout each home
- Stage items for display, thus creating a pop-up retail shop environment inside of each residence, in line with Stager's direction
- Evaluate and place a price sticker or tag on each item or lot of items for sale
- Control crowds and keep customers out of specified areas
- Negotiate pricing during the sale in line with Field Manager's direction
- If assigned, check customers out using our P.O.S. system and accurately input customer and item data into our P.O.S. system
- If assigned, be responsible for handling cash during the sale
- If assigned, balance registers before and after the sale

Qualifications:

- Must have reliable transportation

Flexible hours in a variety of locations

Apply Online at: <https://tinyurl.com/28b728xx>

Source: Indeed

Receptionist / Front Office Assistant (Alpharetta)



1240 Upper Hembree Rd suite c, Roswell, GA 30076

Responsibilities:

- Greet patients
- Register new patients according to established office protocols
- Feel comfortable asking patients for reviews and look for social media post opportunities during the day
- Assist patients to complete all necessary forms and documentation
- Verify and update patient information
- Inform patients of dental office procedures and policy
- Move patients through appointments as schedule
- Enter all relevant patient information into data system
- Maintain and manage patient records in compliance with privacy and security regulation
- Answer and manage incoming calls, emails and text message
- Respond and comply to requests for information
- Schedule patient appointment
- Confirm upcoming appointments and recalls according to office protocol

Qualifications:

- Dental experience not required but preferred
- Knowledge of dental terminology, procedures and diagnosis preferred
- Knowledge of computer and relevant software applications required. MUST feel very comfortable with technology and learning new software
- Experience in customer service and sales is required

\$18 - \$25 an hour

Apply Online at: <https://tinyurl.com/285ayvdw>

Source: Indeed

Receptionist (Chamblee)



Ed Voyles Kia Of Chamblee

5647 Peachtree Industrial Blvd, Chamblee, GA 30341

Answer a high volume of calls in a professional and efficient manner, perform clerical duties to support the operation of daily business such as document scanning and filing.

Qualifications:

- Previous customer service experience is a plus

Monday, Tuesday, Wednesday, and Friday Noon-7PM, and Thursday 7:30AM-7:00PM.

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

Source: Employer Website

Administrative Assistant (Alpharetta)



900 3rd St, Alpharetta, GA 30009

Responsibilities:

- Provide administrative support to General Manager & Executive Chef of Colletta; this may include preparing paperwork (forms, reports and schedules) and anticipating needs and supplies for day-to-day operations
- Consistently answer and direct phone calls, responding to all guest inquiries within 24 hours with ability to organize and schedule meetings and appointments
- Input and organize invoices daily to keep the kitchen informed of their budget
- Aid servers, hosts and expos updating menus to ensure accuracy, along with general housekeeping
- Maintain POS system accuracy by updating price changes and menu updates
- Collect new hire information and communicate changes for the Indigo Road Home Office and add new hires to POS system

Qualifications:

- At least 1 year of hotels, restaurants, events, or hospitality required.
- Knowledge of office management systems, procedures, and proficiency in MS Office

Apply Online at: <https://tinyurl.com/2czqrd9r>

Source: Indeed

Executive Assistant to CEO PT (Sandy Springs)



6667 Vernon Woods Drive, Atlanta, GA 30328

Responsibilities:

- Manage calendars and appointments for CEO
- Manage CEO's personal errands and needs
- Handle technical difficulties for computers and other technology devices
- Assist staff with duties as needed - scheduling patient appointments, drawing medications
- Perform general office duties including clerical tasks and document management
- Provide exceptional customer service to clients and visitors

Qualifications:

- Knowledge of computers and intermediate technology skills
- Clerical experience is a plus
- Accurate typing and proofreading skills

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

Source: Indeed

Admin Assistant II (Sandy Springs)



1500 Riveredge Pkwy Suite 100, Atlanta, GA 30328

General responsibilities of an Administrative Assistant include handling office tasks and administrative duties, such as directing communications between colleagues and customers, calendar management, organizing schedules and events or meetings (including audio & visual and meals), booking travel, completing T&E reports, managing files, entering data and processing invoices. Various other tasks are frequently assigned by their managers.

Qualifications:

- Four-year degree preferred or equivalent combination of education and experience.
- Compensatory closely related work experience required in lieu of degree.
- Microsoft O365 Suite (MS Team, PowerPoint, Word, Excel, and Outlook)

Apply Online at: <https://tinyurl.com/27pyqeah>
Source: Employer Website

Claims Clerk I (Alpharetta)



3925 Brookside Parkway, Alpharetta, GA 30022

Responsibilities:

- Indexing claims documents by identifying and routing them appropriately through an imaging system
- Operate a variety of office equipment, including computers with dual monitors, printers, copy machines, and Rightfax

Qualifications:

- Experience conducting high volume indexing or data entry
- Types at least 35 WPM
- 6 months experience in the insurance industry or related experience preferred

Apply Online at: <https://tinyurl.com/23m8woet>

Source: Indeed

HR Generalist (Dunwoody)



9 Dunwoody Park Ste 135, Atlanta, GA 30338

Responsibilities:

- Maintain accurate and up-to-date employee records, HR and Timekeeping databases.
- Initiate the process for login credentials for employees.
- Assist with New Employee Orientation as needed.
- Act as point of contact for employee inquires and provide support in resolving issues and conflicts.
- Promote positive employee relations and maintain a high level of employee engagement and satisfaction.
- Support managers in the implementation of performance management systems.
- Administer employee benefit programs, including health insurance, retirement plans, and leave policies.
- Ensure compliance with federal, state, and local employment laws and regulations.
- Assist in the development, implementation, and communication of HR policies and procedures.
- Provide guidance to employees and managers on HR policies, procedures, and best practices.

Qualifications:

- Bachelor's degree in Human Resources, Business Administration or related field required.
- 3-5 years of experience in a generalist role within HR.

Apply Online at: <https://tinyurl.com/254jqyhs>

Source: Indeed

Food Pantry Assistant – Temporary (Chamblee)



2050 Chamblee Tucker Rd, Atlanta, GA 30341

Responsibilities:

- Receives and unloads food deliveries and stocks food pantry shelves.
- Assembles food boxes with perishable and non-perishable items according to standards
- Assists with the arrangement of food pick-ups when necessary.
- Review incoming food donations to ensure they meet agreed upon standards
- Ensures adherence of food handling requirements as established by USDA and GNAP
- Oversee and train volunteers on food pantry operational processes, including unloading deliveries, assembling food boxes, stocking shelves, and maintaining inventory.
- Conducts housekeeping to assure that work areas meet standards for cleanliness and that areas are organized, clean, safe, and clutter free

Qualifications:

- High school diploma or general education degree (GED) required
- Six (6) months related customer service and/or retail/grocery experience and/or training
- Experience in a non-profit environment a plus

\$16 - \$18 an hour

Apply Online at: <https://tinyurl.com/2y72syp4>

Source: Indeed

Customer Service Specialist (Roswell)



1005 Holcomb Woods Pkwy, Roswell, GA 30076

Responsibilities:

- Receive inbound phone calls in a professional and courteous manner; handles or escalates appropriately
- Respond to emails or place outbound calls as needed to assist with customer issues
- Researching customer questions via multiple systems
- Guide callers through troubleshooting, navigating the company eCommerce site or answering golf related inquiries
- Collaborates with other Customer Service Specialists and communicates with other business partners

Qualifications:

- High School Diploma or GED
- Min 1 year of call center / or relevant customer service experience
- Knowledge of the golf and tennis industry, a plus
- Call Center experience, highly preferred

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

Source: Employer Website

Concierge / Receptionist PT (Alpharetta)



LEGACY RIDGE

AT ALPHARETTA

ASSISTED LIVING & MEMORY CARE

4125 North Point Parkway, Alpharetta, GA 30005

The Concierge greets residents and guests, answers telephones, responds to routine inquiries, relays calls, and performs a variety of related clerical duties. In between all the daily responsibilities, the Concierge must also answer any resident or guest questions.

[No qualifications specified in ad.]

Day shift; Rotating weekends

From \$15 an hour

Apply Online at: <https://tinyurl.com/yubco4fh>

Source: Employer Website

Posted 7/14/2024

Front Desk Representative (Sandy Springs)



6335 Roswell Road, Atlanta, GA 30328

Responsibilities:

- Greet and welcome guests in a courteous and professional manner.
- Answer phone calls, respond to inquiries, and provide information about our swim school services.
- Assist with guest check-ins, registrations, and payments accurately.
- Manage reservations and scheduling of swim lessons efficiently.

Qualifications:

- Prior experience in hotel management, hospitality management, or guest services is preferred.

Apply Online at: <https://tinyurl.com/2bb2yqXH>

Source: Indeed

Boutique Assistant (Roswell)



674 Holcomb Bridge Rd, Roswell, GA 30076

Responsibilities:

- Deliver an exceptional welcome to the client and ensure outstanding hospitality throughout their visit
- Manage the flow of boutique traffic to ensure that all clients are tended to in a timely manner
- Assist the sales team with various activities to facilitate a seamless customer experience (running product, gift wrapping, beverage service, data capture, etc.)
- Assist with CRM related activities including data entry and reporting
- Oversee the general upkeep and appearance of the salesfloor
- Assist service department when necessary
- Assist in merchandising and display maintenance -e.g. understock organization, maintain proper visual standards, wrap area stocking

Qualifications:

- Previous retail experience required; luxury retail, service, or hospitality is a plus

Retail hours including nights, weekends, and holidays

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

Source: Indeed

Executive Assistant (Buckhead)



3384 Peachtree Rd NE, #500, Atlanta, GA 30326

Responsibilities:

- Performs a variety of complex and confidential administrative, technical, and secretarial support functions for the assigned Executive Leader.
- Independently exercises good judgement and consistently demonstrates a thorough knowledge of departmental operations, policies, and procedures.
- Maintains multiple department calendars; coordinates multiple schedules; makes travel arrangements as required.
- Receives and screens visitors, telephone calls, emails, and regular mail; provides information and resolves issues for staff, other organizations, and the public, requiring the use of judgment and the interpretation policies and procedures.
- Processes and tracks personnel action forms and evaluations.
- Provides administrative support for boards, committees, or other meetings. Prepares meeting agendas, packets, and related documentation; coordinates meeting rooms/facilities, equipment, and refreshments. Notifies participants of scheduled meetings. Prepares and distributes agendas, meeting notices, meeting packets, and related documentation. Records and transcribes meeting minutes; distributes meeting minutes to appropriate individuals; maintains official records.

Qualifications:

- Two years formal training may substitute for up to two years of experience.
- Must possess advanced proficiency in MS Word, Excel, MS Outlook, and PowerPoint.

Apply Online at: <https://tinyurl.com/2d9vbxv5>

Source: Indeed

Unit Secretary (Sandy Springs)

NORTHSIDE HOSPITAL

1000 Johnson Ferry Road NE, Atlanta, GA 30342

Performs general clerical and reception duties according to needs of patient unit or department. Position is characterized by preparing and maintaining patient charts, transcribing physician orders, and entering information into computerized patient care system. Works with patients of all age groups except neonate.

Qualifications:

- One (1) year previous experience in a clerical position.
- Basic knowledge of medical terminology.
- Ability to type.
- Experience in a patient care, or any hospital/medical clerical position preferred

Apply Online at: <https://tinyurl.com/2b2r95qk>

Source: Employer Website

Guest Service Agent (Alpharetta)



The Hamilton Alpharetta

35 Milton Avenue, Alpharetta, GA 30009

This position is responsible for processing check-ins/outs, securing payment, verifying and adjusting billing, and assisting guests with reservations and requests in a friendly, professional and timely manner, while following high standards of quality to ensure guest satisfaction.

[No qualifications specified in ad.]

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

Source: Indeed

Office Assistant (Doraville)



2755 Bankers Industrial Drive, Atlanta, GA 30360

Responsibilities:

- Perform general office duties including answering phones, responding to emails, and maintaining office supplies
- Assist with scheduling appointments and managing calendars
- Coordinate events and meetings, including preparing necessary materials
- Provide excellent customer service to clients and visitors
- Assist with basic bookkeeping tasks using Erp System
- Handle clerical tasks such as filing, data entry, and document preparation
- Support real estate administrative tasks as needed

Qualifications:

- Proficiency in Microsoft Office Suite (Word, Excel, Outlook)
- Experience with Netsuite / Oracle / SAp or similar accounting software is a plus
- Prior experience in an office setting or as a personal assistant is advantageous

\$17.00 - \$18.45 an hour

Apply Online at: <https://tinyurl.com/249cwsa5>

Source: Indeed

Food Service, Housekeeping, & Other Now Hiring – Week of 7/14/24

Stock Associate (Buckhead)

\$14 - \$17 an hour

Tuxedo Wine & Spirits / 3861 Roswell Rd NE, Atlanta, GA 30342

<https://tinyurl.com/2yle94lu>

Lot Attendant/Porter PT (Roswell)

\$14 - \$16 an hour

Carl Black Buick / 11225 Alpharetta Highway, Roswell, GA 30076

<https://tinyurl.com/2acb6z65>

Movers/Helpers (Roswell)

\$13 - \$17 an hour

All My Sons Moving & Storage / 1200 Northmeadow Pkwy #100, Roswell, GA 30076

<https://tinyurl.com/255j9bc7>

Concierge Porter (Sandy Springs)

Amentum / 6480 Barfield Rd, Sandy Springs, GA 30328

<https://tinyurl.com/293tteb5>

Car Wash Attendant PT (Chamblee)

TOP Express Car Wash / 3631 Clairmont Road, Atlanta, GA 30341

<https://tinyurl.com/2786luza>

Housekeeper (Alpharetta)

From \$14.75 an hour

Legacy Ridge / 4125 North Point Parkway, Alpharetta, GA 30005

<https://tinyurl.com/2yo3m9gt>

Receiving Support Associate PT (Buckhead)

\$15.75 - \$20.48 an hour

Bloomington's / 3393 Peachtree Road NE, Atlanta, GA 30326

<https://tinyurl.com/23kds3je>

Auto Detailer (Sandy Springs)

Caliber / 8471 Roswell Rd., Dunwoody, GA 30350

<https://tinyurl.com/2aop3jg3>