
Office Coordinator (Alpharetta)

BlueTrust

1125 Sanctuary Pkwy Suite 500, Alpharetta, GA 30009

Responsibilities:

- Answers multiple-line telephone promptly and professionally and maintains up-to-date phone list for National Office.
- Greets and directs guests in a warm, welcoming manner.
- Handles newspapers, mail, package delivery, and pick up process.
- Manages booking and preparation of shared conference rooms (set-up, presentation, coffee and beverage station maintenance, meal and/or snack service, etc.).
- Coordinates office services and manages vendor relationships (copiers, postage machine, phones, building management, etc.).
- Maintains common areas (breakroom, workroom, lobby, conference rooms, etc.) for appearance and cleanliness.
- Processes marketing material and apparel orders and manages inventory levels of books and supplies.
- Reconciles and codes various invoices and helps team with expenses reports.
- Scans and archives documents as needed, from other teams.

Qualifications:

- Minimum of two (2) years prior experience in office coordination, customer service, or administrative support experience
- Intermediate Microsoft Office (Word, Power Point, Excel, Outlook) skills

Apply Online at: <https://tinyurl.com/2znku5ny>

Source: Indeed

Front Desk Receptionist PT (Sandy Springs)

bloom fertility

6 Concourse Pkwy #250, Atlanta, GA 30328

Responsibilities:

- Answers phones in a professional manner and deals with customer needs expeditiously, screening calls, taking messages, scheduling appointments, and providing information as appropriate.
- Create charts for patients and assist patients in completing registration forms, consents, and updates patient personal or financial data.
- Maintain patient accounts by obtaining, recording, and updating the patients' personal and financial information.
- Contacting patients to schedule appointments, confirm appointments, and rescheduling appointments.
- Handles charts as necessary for the day's use and files records efficiently.
- Maintains and updates current information on provider's schedules, ensuring that patients are scheduled properly. Update calendars and schedule meetings.
- Document services to be billed by collecting and utilizing information from charts.
- Responsible for taking patient payment, procedure pre-payments, and past due balances and providing a receipt to the patient. Keep daily form log.
- Accurately post daily payments and charges to patient accounts

[No qualifications specified in ad.]

Monday - Friday from 7:30am - 12:30 pm with some occasional weekends and holidays

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

Source: Indeed

Customer Service Representative (Chamblee)



2375 John Glenn Dr, Chamblee, GA 30341

Responsibilities:

- Respond to customer inquiries/call logs via phone, email, and texting in a timely and professional manner
- Assist customers with product inquiries, order status updates, and other related issues
- Accurately input and update customer information, order details, and other relevant data into the company's system(s)
- Review and verify customer new sales data for accuracy and completeness to ensure that all information is up-to-date and error-free
- Communicate with other departments to coordinate and resolve customer issues and order discrepancies
- Collaborate with the Customer Service and Dispatch Team to improve and streamline processes and procedures
- Engage in cross-selling and upselling of products to existing customers

Qualifications:

- Some post-high school education preferred, but not required
- 1+ years previous experience in customer service and data entry preferred
- Proficiency with Microsoft Office and other computer applications

\$18 - \$20 an hour

Apply Online at: <https://tinyurl.com/2gx198cm>

Source: Indeed

HR Coordinator (Buckhead)



3550 Lenox Rd NE #2700, Atlanta, GA 30326

Responsibilities:

- Supports HR Operations across all key facets, including payroll, benefits, HRIS administration, and employee relations
- Acts as primary backup for payroll and benefits administration
- Works with employees to help resolve issues
- Manages pre-offer background checks, tracking, and documentation
- Executes onboarding activities for new hires; ensures timely processing and escalation of issues
- Supports Talent Acquisition across the full spectrum of recruiting activities
- Manages job postings in ATS and on various career websites

Qualifications:

- Bachelor's degree in human resources or related field and/or equivalent experience required
- 0 to 3 years of related experience required; 2-3 years preferred

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

Source: Employer Website

Receptionist (Alpharetta)



NORTH POINT VOLVO CARS

1570 MANSELL ROAD ALPHARETTA, GA 30009

1570 Mansell Rd, Alpharetta, GA 30009

Responsibilities:

- Greet and assist customers with a smile and friendly, professional manner
- Answer multi-line telephone, transfer calls and relay accurate messages
- Data entry
- Filing paperwork

Qualifications:

- Accounting experience is a plus!
- Auto Dealership experience a plus
- Proficiency with Microsoft Office

Apply Online at: <https://tinyurl.com/2q9ugatx>

Source: Employer Website

Salon Receptionist (Alpharetta)



41 Milton Ave #100, Alpharetta, GA 30009

Responsibilities:

- Greet clients warmly and assist them with check-ins and appointments
- Answer phone calls, schedule appointments, and manage salon bookings
- Maintain a tidy reception area and ensure cleanliness throughout the salon
- Process payments, handle cash transactions, and manage the cash register
- Provide information on salon services, products, and promotions
- Assist with retail sales and upselling of products
- Utilize phone etiquette to handle inquiries and provide excellent customer service
- Support stylists and salon staff with various administrative tasks

Qualifications:

- Prior experience in a customer-facing role preferred
- Basic math skills for cash handling and transactions
- Familiarity with technology sales and ability to operate a cash register

From \$14 an hour

Apply Online at: <https://tinyurl.com/2f7bad2u>

Source: Indeed

Front Desk Associate- Fitness Center PT Weekends (Brookhaven)



53 W Brookhaven Dr NE, Atlanta, GA 30319

Responsibilities:

- Maintain a clean, organized, and safe working environment.
- Conduct q professional behavior while acknowledging members entering and exiting the facility.
- Enforce all fitness center policies and procedures in a consistent manner.
- Greet and check-in all fitness center members.
- Provide great customer service and communication to the members.
- Provide and assist with equipment settings and demonstrate proper usage of all equipment.
- Ensure the fitness center remains clean and organized; organize dumbbells, weights plates, and bars.
- Daily cleaning duties include disinfecting and cleaning equipment and dusting machines screens.
- Receive incoming phone calls, answer questions, book spa appointments, and respond to emails regarding the fitness center.
- Maintain attendance records.

Qualifications:

- Proficient in Microsoft Office software (Word, Excel, Publisher and Outlook).
- CPR/AED certification.

8-20 hours

Apply Online at: <https://tinyurl.com/2qt3sxd>

Source: Indeed

Underwriting Administrative Assistant (Sandy Springs)

SAFE-GUARD[®]
Products International

Two Concourse Pkwy #500, Atlanta, GA 30328

Responsibilities:

- Process all Transfer requests
- Maintain and send out transfer reports to respective Account Managers
- Label all scanned Transfer documents in the shared folder
- Apply payments to pending contracts in system
- Take phone calls from clients/customers/claims in regard to transfer or any other Underwriting function

Qualifications:

- High School Diploma or equivalent
- 2+ years of administrative experience
- Strong Outlook, Excel and Word skills

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

Source: Employer Website

Front Office Coordinator at Avalon (Alpharetta)



NORTH AMERICAN PROPERTIES

Responsible for all lobby functions, including answering & directing calls, taking/forwarding messages, receiving guests & notifying internal employees of their arrival & keeping the lobby clean, organized & well maintained.

- Provide front desk coverage through answering main phone lines timely and greeting guests in a professional, courteous manner
- Answers and directs incoming calls
- Logs in packages; coordinates distribution to employees
- Distributes mail.
- Informs security if there are any issues for their attention
- Shares knowledge of all Avalon events with callers & employees
- Maintains and updates employee contact information on phone lists, titles, quick lists, etc.
- Maintains and updates all Vendor and Tenant contact and insurance information
- Prepare and edit correspondence, communications, presentations, and other documents

Qualifications:

- Minimum 1-2 years of administrative experience, preferably in property management
- Bachelor's degree required from 4-year college or university

\$49,000 a year

Apply Online at: <https://tinyurl.com/2q5t5nkc>

Source: Indeed

Employee Recruiting Coordinator (Buckhead)



950 East Paces Ferry Rd NE # 2800, Atlanta, GA 30326

Responsibilities:

- Responsible for the Interview Scheduling Process across multiple business units at both a regional & global level. This includes (but is not limited to) scheduling and coordinating phone, virtual, panel and onsite interviews varying in degrees of complexity.
- Manage all logistics for the interview process, inclusive of coordinating travel (flights & accommodation) & processing candidate reimbursements. This role will also be accountable for greeting candidates for onsite interviews as per the RC's designated office hub. All will be done whilst ensuring both candidate and hiring team experience remain top of mind.
- Play a critical role in terms of interview compliance. Audit all Employment Agreements pre issuing to candidates and ensure Background Investigations are completed in a timely fashion and in advance of candidate start date
- Build strong partnerships with multiple recruiters and hiring managers (across all levels of the business). Act as a thought partner and become a subject matter expert with your function and teams to troubleshoot challenges, influence the hiring process and drive a positive candidate experience

Qualifications:

- 1+ years of experience in a customer/client facing industry
- 1+ years of experience in an operational or administrative role

Apply Online at: <https://tinyurl.com/2hr983cc>

Source: Employer Website

Receptionist, Administrative Assistant (Chamblee)



Ed Voyles Kia Of Chamblee

5647 Peachtree Industrial Blvd., Chamblee, GA 30341

Responsibilities:

- Greet and assist customers with a smile and professional demeanor
- Answer multi-line telephone, screen and transfer calls, relay accurate messages
- Create and reply to correspondence
- Cashiering
- Data entry
- Scan and file paperwork
- Order supplies

Qualifications:

- Proficient with Microsoft Outlook & Word
- Call center, phone sales, BDC, Service or telemarketer experience is a super plus
- High school diploma or equivalent

Apply Online at: <https://tinyurl.com/2qhlfh6z>

Source: Employer Website

Intake Coordinator (Alpharetta)



2555 Northwinds Pkwy, Alpharetta, GA 30009

This Intake Coordinator provides administrative support to the VP, Director of Youth Opportunities, YO Life Coaches as well as the youth referred and referral sources. The role helps maintain compliance with financial reporting and program standards while youth are in the referral and initial placement stage. This role is additionally responsible for pulling numerous reports, maintaining, and developing spreadsheets, inputting database documentation to capture youth data and coordinates the matching process of children and life coaches at the time of placement.

Qualifications:

- Bachelor's degree preferred but not required.
- Experience working with a foster care, HUD or child welfare agency preferred.

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

Source: Indeed

Executive Assistant to the Head of School (Roswell)



HIGH MEADOWS SCHOOL

1055 Willeo Rd, Roswell, GA 30075

Responsibilities:

- Provide high-level executive and administrative support to the Head of School including, but not limited to scheduling meetings, preparing documents and presentations, drafting, editing and managing correspondence, expense reporting and event planning, answering phones, coordinating general office operations, greeting and attending to school visitors.
- Prepare and organize materials for leadership and board meetings, presentations, and reports.
- Assist in planning and executing strategic initiatives and special projects as directed by Head of School.
- Track progress of key projects and initiatives, ensuring deadlines are met and goals are achieved.
- Serve as a key liaison between the Head of School and internal/external stakeholders, including the school's parent/school association, FAHMS. Also serve as primary liaison between school leadership team and parents.

Qualifications:

- Bachelor's degree in Business Administration, Management, or related field, or equivalent experience in lieu of a degree
- Minimum of 5 years of Executive Assistant experience, in an executive support role, preferably in a fast-paced, dynamic environment.

From \$55,000 a year

Apply Online at: <https://tinyurl.com/2lv6app2>

Source: Indeed

Executive Assistant and Office Manager (Buckhead)

The logo for Wahoo Fitness, featuring the word "wahoo" in a bold, lowercase, sans-serif font.

Wahoo Fitness

90 W Wieuca Rd NE, Atlanta, GA 30342

Responsibilities:

- Support Wahoo's Executive Management Team on key initiatives
- Manage scheduling for the executive team
- Draft, review and send communications on behalf of Wahoo's leadership team
- Organize and prepare for meetings, including gathering documents and attending to logistics of meetings
- Answer and respond to phone calls, communicate messages and information to the executive team
- Prioritize emails and respond when necessary
- Coordinate travel arrangements
- Maintain various records and documents for company executives
- Look after Wahoo's headquarter office in Atlanta, Georgia and manage office support vendors

Qualifications:

- Bachelor's degree in business or a related field
- Excellent skills in all G-suite and Microsoft Office applications

Apply Online at: <https://tinyurl.com/2l8yhthd>

Source: Employer Website

Receptionist PT (Buckhead)



650 Phipps Blvd NE, Atlanta, GA 30326

Responsibilities:

- Greet all visitors in a friendly, courteous and professional manner.
- Screen and require visitors to "sign-in" at reception desk.
- Answer all incoming telephone calls in a courteous and professional manner. Routes telephone calls and takes messages, as appropriate.
- Assist residents with general office needs, i.e. postage, copies, faxes, notary public, etc.
- Type, copy, order and maintain inventory of office supplies.
- Maintain and update emergency contact information.

Qualifications:

- High school diploma or GED (General Educational Development); or one to three months' related experience and/or training; or equivalent combination of education and experience.

Part time 2:30pm to 10:30 pm. Must be available some weekends.

\$16 - \$17 an hour

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

Source: Indeed

Driving Instructors PT Summer and Fall (Alpharetta)



11380 Southbridge Pkwy Suite 220, Alpharetta, GA 30022

Responsibilities:

- Use one of our vehicles to help teens develop into lifelong safe drivers.
- Greet every student with a smile and give 110% during every driving lesson.
- Keep updated and accurate records of each driving session using our exclusive scheduling software for smartphones.
- Complete all paperwork required by the Department of Driver Services.

Qualifications:

- Clean driving record (7-year MVR)

\$18.50 an hour

Apply Online at: <https://tinyurl.com/2jvxj2hx>

Source: Indeed

Food Service, Housekeeping, & Other Now Hiring – Week of 6/30/24

Dishroom Transporter (Sandy Springs)

Northside Hospital / 1000 Johnson Ferry Rd NE, Atlanta, GA 30342

<https://tinyurl.com/2ew4nsor>

Doorperson / Valet Attendant PT (Buckhead)

Waldorf Astoria / 3376 Peachtree Rd NE, Atlanta, GA 30326

<https://tinyurl.com/2h22oa7q>

Dealership Valet, Service Porter, Car Wash (Roswell)

\$14 an hour

Citrin / Regal Nissan | 1090 Holcomb Bridge Rd Bld A, Roswell, GA 30076

<https://tinyurl.com/2mnqol8s>

Host/Hostess (Perimeter)

\$15 - \$17 an hour

North Italia / 4600 Ashford Dunwoody Rd NE, Dunwoody, GA 30346

<https://tinyurl.com/2g87ykco>

Valet Attendant (Dunwoody)

\$12 an hour

12 Oaks Parking / Saint Joseph's Hospital | 5665 Peachtree Dunwoody Rd, Atlanta, GA 30342

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

Host/Hostess (Alpharetta)

From \$12 an hour

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

<https://tinyurl.com/2f7cl39l>

Houseperson PT (Perimeter)

La Quinta / 6260 Peachtree Dunwoody Rd, Sandy Springs, GA 30328

<https://tinyurl.com/2gwz52fw>

Cashier - Weekends (Roswell)

\$14 - \$16 an hour

Cozy Coop / 891 Holcomb Bridge Rd, Roswell, GA 30076

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