
Receptionist (Buckhead)



945 East Paces Ferry Road NE, Atlanta, GA 30326

Responsibilities:

- Provide confidential administrative support to metro-area leaders
- Assume responsibility for all administrative activities related to the operation of the office
- Greet incoming office visitors and direct them appropriately.
- Ensure the office is clean, organized, and stocked at all times each business day
- Manage Office vendor relationships
- Order supplies and special requirements for metro members
- Coordinate catering and vendors for office events
- Manage time frames and budget related requirements
- May act as coordinator for special projects and special events planning

Qualifications:

- Minimum 2 years office or administrative support experience in a large organization is preferred
- Proficient Outlook skills
- Proficient computer skills in Word, Excel and PowerPoint

Apply Online at: <https://tinyurl.com/29klxxxz>

Source: Employer Website

Utilities Coordinator (Dunwoody)



1050 Crown Pointe Parkway, Dunwoody, GA 30338

Responsibilities:

- Ensure utilities are set up and ready for rehabs, turns, and new tenant move-ins through various modes of communication (phone, email, text, etc)
- Monitor acquisitions of new properties and turns to ensure no violations are attached to the home
- Draft, edit and prepare correspondence, reports, and other material for vendors, management, and residents
- Mitigate resident complaints and erroneous charges by coordinating, scheduling, and tracking utility and maintenance discrepancies
- Collaborate with members of the Property Management and Make Ready teams to provide the best resolutions for utility challenges
- Act as a liaison between third-party utility management vendor and Construction/ Acquisitions/PM team
- Maintain working relationships with third-party utility management vendors, residents, and staff

Qualifications:

- 1+ years administrative, scheduling experience
- 1+ years customer service experience, strong customer service skills
- 1+ years property management experience is preferred

\$35,000 - \$45,000 a year

Apply Online at: <https://tinyurl.com/29cs2u9a>

Source: Indeed

Human Resources Coordinator (Sandy Springs)



8409 Dunwoody Pl, Atlanta, GA 30350

Responsibilities:

- Assist with all internal and external HR related inquiries or requests.
- Maintain both hard and digital copies of employees' records.
- Assist with the recruitment process by identifying candidates, performing reference checks and issuing employment contracts.
- Assist with performance management procedures.
- Schedule meetings, interviews, HR events and maintain agendas.
- Coordinate training sessions and seminars.
- Perform orientations and update records of new staff.
- Produce and submit reports on general HR activity.
- Assist with payroll and adhoc HR projects.

Qualifications:

- Bachelors degree in Human Resources or related (essential).
- 2 years of experience as an HR Coordinator (essential).

\$36,891 - \$45,088 a year

Apply Online at: <https://tinyurl.com/27oxr2mz>

Source: Indeed

Training Coordinator (Perimeter)



4891 Ashford Dunwoody Road, Atlanta, GA 30338

Responsibilities:

- Conduct the safety training requirements portion of new employee orientation
- Oversee or assist with departmental training
- Oversee, implement or assist with the implementation of annual safety training
- Ensure training on SOP bulletins and/or updates are implemented in a timely manner
- Schedule, review and assess the completion of annual competency requirements
- Travel within the district to conduct training sessions and ensure training by branch trainer is implemented consistently and effectively
- Audit department personnel to ensure staff performs procedures consistently and within SOP/Training guidelines and requirements

Qualifications:

- Bachelor's degree
- Training and/or education experience
- Associate's degree; an equivalent combination of education, training, and experience may be substituted

Apply Online at: <https://tinyurl.com/2cvka9a8>

Source: Employer Website

Library Assistant II PT (Dunwoody)



2101 Womack Rd, Dunwoody, GA 30338

Responsibilities:

- Completes basic circulation functions, such as checking in/out and renewing library materials and spaces.
- Answers patron questions in-person or by phone regarding library services, resources, general campus queries.
- Manage patron records, including updating account information and communicating notes to other users, providing status updates for items on loan and requested materials, and reinstating/restricting borrowing privileges.
- Assists patrons with placing and/or receiving library inter-campus loans, GIL Express, and ILL requests. Explain and enforce library policies and procedures.
- Manages lost and found, which includes following University Library best practices.
- Monitors inventory of student use paper and print cartridges and notifies appropriate contact persons to order additional supplies.
- Processes daily incoming/outgoing mail, which includes fulfilling call slip requests via inter-campus, ARCHE, and Stat mail.

Qualifications:

- High school diploma or GED and one-year library, customer service, or office experience, or a combination of education and experience. Some positions may require typing skills (30 wpm).

Mon-Thurs 3:00pm-7:00pm, and Fridays 1:30pm-5:30pm. Two to three Saturdays a semester is required.

Apply Online at: <https://tinyurl.com/2awn4egy>

Source: Employer Website

Facilities Assistant (Sandy Springs)



10 Glenlake Pkwy NE Ste 900, Atlanta, GA 30328

Responsibilities:

- In partnership with the Facilities Manager, complete building maintenance requests received through the UD Service Desk for clinical offices and ambulatory surgery center locations
- Process requests for furniture repair and replacements in partnership with the Facilities Manager
- Provide assistance to interdepartmental teams to ensure assigned project is completed on time, within budget, to specifications, with accuracy and efficiency
- Maintain tracking documentation of building life safety code compliance for federal, state, and local authorities, and governing bodies
- Assist in updating reports on preventative maintenance and the life cycle of equipment
- Participate in providing support, documentation, and tracking for all construction buildouts and location moves
- Review work completed by contractors and verify the associated invoice for accuracy
- Partner with Facilities Manager to support and oversee service contracts within Contract Works
- Maintain and update the annual Capex report for future needs
- Assists with communication between property owners and management
- Provides support for after-hours facility tasks as needed

Qualifications:

- High school diploma or GED required, 3 to 5 years of related experience within Facility Management preferred.
- Must be computer literate and proficient with Microsoft Office Suite.

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

Source: Indeed

Administrative Assistant (Sandy Springs)



5 Concourse Pkwy Suite #1900, Atlanta, GA 30328

Responsibilities:

- Generate various management reports
- Review invoices and process for payment
- Perform various government filings as required
- Maintain inventories of office supplies and authority decals
- Organize and schedule meetings via Teams
- Manage fuel card program
- Compile CSA data for each DOT#
- Periodically answer and direct phone calls
- Sort and process incoming mail

Qualifications:

- Proficient in use of Excel and Word

Apply Online at: <https://tinyurl.com/2bpxfh2u>

Source: Indeed

Administrative Assistant / Front Desk Coordinator (Roswell)



745 Hembree Place, Roswell, GA 30076

Responsibilities:

- Deliver exemplary customer service and superior client care.
- 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 the 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.
- Provide support to any projects, coordinate/schedule meetings, and business activities.
- Support with new hire onboarding process.

Qualifications:

- Customer service: 2 years (Required)

\$18 - \$22 an hour

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

Source: Indeed

Front Desk Coordinator (Alpharetta)



Axion Spine & Neurosurgery

4100 Old Milton Parkway, Alpharetta, GA 30005

Responsibilities:

- Welcome patients and visitors by greeting them in a courteous manner and addressing their needs
- Prioritize and respond to patient requests appropriately
- Notify providers of patient arrivals
- Optimize provider schedule by following check-in procedure and assisting patients
- Update patient charts as needed
- Verifying financial records and collecting patient charges and copays
- Comforting patients by anticipating anxieties and effectively answering questions
- Work with Practice Manager to maintain front office supplies and equipment
- Maintain waiting room
- Answer phone calls in a timely and professional manner; direct calls to correct teams and departments to ensure best possible service

Qualifications:

- Prior experience working as a receptionist or other administrative role; medical office experience a plus
- Basic knowledge of computer programs
- High school diploma or general education degree (GED)

From \$17 an hour

Apply Online at: <https://tinyurl.com/26ax5k4n>

Source: Indeed

Call Center Agent (Brookhaven)



2970 Clairmont Rd #850, Atlanta, GA 30329

Responsibilities:

- Answer incoming phone calls in a timely and professional manner.
- Provide accurate and detailed information to patients regarding the medical care, treatments, and other inquiries.
- Assist patients with on-line telehealth inquiries and schedule them with providers.
- Address and resolve patient concerns and complaints with empathy and efficiency.
- Document all patient interactions and maintain accurate records in our system.
- Collaborate with healthcare providers and administrative staff to ensure seamless patient care.

Qualifications:

- High school diploma or equivalent; additional education or certifications in healthcare or customer service is a plus.
- Proven experience in a customer service role, preferably in a healthcare setting.

Apply Online at: <https://tinyurl.com/28ra47nl>

Source: Indeed

Front Office Administrator (Buckhead)



155 W Paces Ferry Rd NW, Atlanta, GA 30305

Responsibilities:

- Answer questions, provide directions, and escort members and guests to various areas of the club
- Answering the Town Club's main phone line
- assist in the daily administrative workflow

Qualifications:

- 2 years' experience as an Administrative Assistant or similar position
- Proficiency in Microsoft Office
- Some College

\$19 - \$22 an hour

Apply Online at: <https://tinyurl.com/22uzkw9l>

Source: Indeed

Golf Shop Desk Receptionist PT (Sandy Springs)



665 Hightower Trail, Atlanta, GA 30350

Your main priority as a Golf Retail Assistant is to provide exceptional customer service and support to all members and guests. With an upbeat, professional attitude, you greet all members that visit the Golf Shop, and address any need that they may have, whether that be booking lessons or registering players for events and activities. Additionally, you enjoy working at the shop counter where you can provide customer service and sales support. You also assist in monthly reports. You help process invoices and support the maintenance and reconciliation of all sales records and reports. Keeping things organized, you maintain our inventory of all supplies such as tissue, boxes, and gift wrap. Every other month, you help administer a physical inventory count. You will assist the merchandisers in updating displays and organizing promotions.

[No qualifications specified in ad.]

Tuesday-Sunday, 10:00 am - 6:00 pm

\$15 an hour

Apply Online at: <https://tinyurl.com/22thcj5g>

Source: Indeed

Human Resources Coordinator (Roswell)



1295 Hembree Road, Roswell, GA 30076

Responsibilities:

- Assist with all internal and external HR related inquiries or requests.
- Maintain both hard and digital copies of employees' records.
- Assist with the recruitment process by identifying candidates, performing reference checks and issuing employment contracts.
- Assist with performance management procedures.
- Schedule meetings, interviews, HR events and maintain agendas.
- Coordinate training sessions and seminars.
- Perform orientations and update records of new staff.
- Produce and submit reports on general HR activity.
- Assist with payroll and adhoc HR projects.

Qualifications:

- Bachelor's degree in Human Resources or related (essential).
- Experience as an HR Coordinator or similar position (essential).

\$36,000 - \$38,000 a year

Apply Online at: <https://tinyurl.com/26syfous>
Source: Indeed

Posted 8/11/2024

Executive Assistant (Sandy Springs)



The Atlanta Journal-Constitution

6205 Peachtree Dunwoody Road, Atlanta, GA 30328

Responsibilities:

- Performs as Executive Assistant to AVPs.
- Maintain executive and director schedule/calendars.
- Works independently to support assigned senior leaders
- Coordinate travel as requested for assigned executive and their teams
- Organize and manage meetings and events including catering, scheduling and transportation.
- Handles highly sensitive information with utmost discretion
- Provide executive level administrative support with a high degree of initiative, confidentiality, and professional demeanor.
- Prepare and track expense reports and reimbursements in a timely manner (includes managing and collecting receipts/invoices).
- Order and maintain supplies for company/office.
- Organize and assist with new hire onboarding
- Communicate with building management or with our corporate partners
- Coordinate special events related to team building, retirements, or other celebrations
- Provide general administrative support including mail, filing, copying, and record keeping.

Qualifications:

- Associate or Bachelor's degree with 3+ years of experience in executive support or business service; May have 5+ years of experience with a High School diploma or have 7+ years of experience without any completed education
- Must have a superb grasp of technology and superior skills using Microsoft Office products including Word, Excel, PowerPoint, Outlook, Teams and OneDrive.

\$25.58 - \$38.37 an hour

Apply Online at: <https://tinyurl.com/25ywkd6>

Source: Employer Website

Office Services Administrator (Sandy Springs)



5901 Peachtree Dunwoody Rd Suite B450, Atlanta, GA 30328

Responsibilities:

- Greets and welcomes clients and visitors courteously
- Answers all incoming calls (multi-line phone) with a calm sense of urgency, routes callers, takes messages, and answers questions
- Maintains a safe, pleasant, and clean appearance of the reception area and break room areas
- Building and general office equipment maintenance including repairs (air conditioning, door locks, ceiling tiles, copier, break room equipment, etc.)
- Monitors break room supplies and makes orders as necessary to include: coffee, paper products, water, office snacks, and condiments
- Manages company property of Support Center employees
- Ships, receives, and distributes packages (FedEx, UPS, USPS, inner-office, couriers, etc.)
- Orders weekly office lunches and plans meals/catering for any other office events
- Maintains Birthday / Anniversary Recognition programs (tracking announcements, cards)
- Works with Payroll department to scan and process wage attachments
- Record-keeping, document preparation, project coordination, maintaining conference room schedules

Qualifications:

- High School Diploma
- 1-3 years experience in Office Administration

Apply Online at: <https://tinyurl.com/23km2uvo>

Source: Indeed

HR Generalist (Perimeter)



400 Perimeter Center Terrace Suite 1000, Atlanta, GA 30346

Responsibilities:

- Employee Lifecycle Management: Handle tasks related to employee onboarding, talent development, and offboarding while ensuring a smooth transition for employees throughout their employment journey.
- Compliance and Best Practices: Stay informed about federal, state, and local laws and regulations related to HR. Recommend best practices and attend webinars to keep up-to-date with industry trends and new technologies. Collaborate with the HRIS team to implement and maintain compliant processes.
- Talent Management and Succession Planning: Support talent review processes through preparing and consolidating material in partnership with each of the functional areas; ensuring recording of Talent Review in SuccessFactors. Assist in talent development efforts to align business needs with employee development.
- Employee Support: Address employee inquiries and concerns related to HR matters. Escalate complex issues as needed to ensure timely resolution to the HR Director.
- Record Keeping and Documentation: Maintain accurate personnel records using appropriate technologies. Ensure compliance with data privacy and security guidelines.

Qualifications:

- Bachelor's degree in Human Resources, Business Administration, or related field.
- Proficiency in using HRIS systems and other relevant technologies.

Apply Online at: <https://tinyurl.com/224fkzkl>

Source: Indeed

Guest Services Representative (Sandy Springs)



6475 Roswell Rd NE, Atlanta, GA 30328

Responsibilities:

- Performs opening and closing Guest Services procedures.
- Answers incoming phone calls in a courteous, prompt, and professional manner.
- Directs phone calls to the appropriate person
- Takes accurate messages.
- Directs customers to the appropriate person or department.
- Manages the desk log, phone up log, loaner agreement log, dealer plate log, and gas card log.
- Tracks and filters all incoming calls and takes messages.
- Communicates effectively with Guest Services Manager and Greeters.
- Reconciles/updates data entry with dealership software.
- Produces Daily Reports: Daily Update (1, 5, Close), Performance Metric (core Guest Services reports).
- Walks around the showroom hourly to offer refreshments to guests.

Qualifications:

- High School Diploma
- Up to 3 years Work Experience

Apply Online at: <https://tinyurl.com/2ardtv3j>

Source: Employer Website

Food Service, Housekeeping, & Other Now Hiring – Week of 8/11/24

Cleaner/Housekeeper (Johns Creek)

\$14 - \$15 an hour

Perimeter Church / 9500 Medlock Bridge Rd, Johns Creek, GA 30097

<https://tinyurl.com/29w8xtxm>

Industrial Janitor (Sandy Springs)

\$15.00 - \$15.75 an hour

Amentum / 6480 Barfield Rd, Sandy Springs, GA 30328

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

Cashier (Roswell)

\$10 - \$12 an hour

The Freakin Incan / 4674 Sandy Plains Rd, Roswell, GA 30075

<https://tinyurl.com/249a2yse>

Tunnel Hand Wash (Alpharetta)

From \$18 an hour

California Hand Wash / 12905 Highway 9 N, Alpharetta, GA 30004

<https://tinyurl.com/28ptaso8>

Crew Member (Alpharetta)

\$12 - \$14 an hour

Dunkin / 295 Rucker Road, Alpharetta, GA 30004

<https://tinyurl.com/2cz26p32>

Laborer / Lawn Care - Seasonal (Roswell)

\$19 - \$24 an hour

Turf Masters / 1205 Old Ellis Road, Roswell, GA 30076

<https://tinyurl.com/23djmj9f>

Valet Parking Attendant - Temp (Roswell)

\$14 - \$18 an hour

Virtue Valet Parking Solutions

<https://tinyurl.com/226d6yx8>

Food Service, Housekeeping, & Other Now Hiring – Week of 8/11/24

Groundskeeper (Roswell)

\$12.52 - \$15.65 an hour

Brookdale Chambrel / 1000 Applewood Drive, Roswell, GA 30076

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

Dishwasher (Buckhead)

\$12 - \$16 an hour

Tacos & Tequilas Mexican Grill / 4279 Roswell Road NE, Atlanta, GA 30342

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

Dishwasher (Alpharetta)

\$15 - \$20 an hour

Ray's at Killer Creek / 1700 Mansell Road, Alpharetta, GA 30009

<https://tinyurl.com/27upvxep>