
Human Resources Assistant (Dunwoody)



1100 Abernathy Rd NE #300, Atlanta, GA 30328

Responsibilities:

- Maintains accurate and up-to-date human resource files, records, and documentation.
- Answers frequently asked questions from applicants and employees relative to standard policies, benefits, hiring processes, etc.; refers more complex questions to appropriate senior-level HR staff or management.
- Maintains the integrity and confidentiality of human resource files and records both manually and electronically.
- Provides clerical support to the HR department.
- May assist with payroll functions including processing, answering employee questions, fixing processing errors, and distributing checks.
- Conducts or assists with new hire orientation.
- Assists with planning and execution of special events such as benefits enrollment, organization-wide meetings, employee recognition events, and holiday parties.

Qualifications:

- Associate's degree or bachelor's degree in human resources management or business administration with a concentration in Human Resources Management.
- 0 - 1 years or internship related experience in Human Resources.

\$23 - \$25 an hour

Apply Online at: <https://tinyurl.com/278s99ta>

Source: Indeed

Administrative Professional (Chamblee)



1954 Airport Road, Atlanta, GA 30341

Responsibilities:

- Perform clerical duties such as data entry
- Provide excellent customer service by addressing inquiries promptly and professionally
- Manage office correspondence and documentation efficiently
- Utilize computer literacy skills to navigate software programs, including Google Suite
- Maintain organized files and records for easy retrieval
- Assist with accounting and HR and other ad hoc tasks

Qualifications:

- Proven experience in an administrative role is preferred
- Proficiency in using computers and office equipment

\$20.14 - \$24.25 an hour

Apply Online at: <https://tinyurl.com/293yyrbg>

Source: Indeed

Customer Service Representative / Front Desk Receptionist PT (Sandy Springs)



6065 Roswell Rd STE. 500, Sandy Springs, GA 30328

Responsibilities:

- Greet and welcome students in a professional and friendly manner
- Answer phone calls, take messages, and redirect calls as necessary
- Provide information to visitors and answer inquiries about the school
- Schedule appointments and maintain calendars for staff members
- Perform administrative tasks such as filing, photocopying, and faxing
- Assist with data entry and order entry as needed

Qualifications:

- Proven experience as a front desk receptionist or in a similar role
- Proficient in computer literacy, including Microsoft Office Suite

\$18 - \$20 an hour

Apply Online at: <https://tinyurl.com/296dmzu2>

Source: Indeed

Receptionist PT (Sandy Springs)



300 Johnson Ferry Rd, Atlanta, GA 30328

Responsibilities:

- Welcoming & greeting residents, guests, visitors and vendors in a professional and pleasant manner. Ensure that people are given access to the building in a timely manner and not waiting outside.
- Direct visitors, guests and vendors by giving instructions.
- Provides administrative support, such as answering telephone, taking and delivering messages or transferring calls to voice mail when appropriate personnel are unavailable.
- Receive calls regarding work orders and cleaning requests. Log these requests through the TELS work order system following the procedures and guidelines provided.
- Receive letters, packages etc. and distribute them
- Monitor and control access of building entrances and vehicle gates
- Monitor alarm systems and video cameras

Qualifications:

- Must be able to work Microsoft Office programs (Word, Excel and Power point).

7am-7pm Saturday & Sunday

Apply Online at: <https://tinyurl.com/234evbbq>

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

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/24r7ypco>
Source: Employer Website

Receptionist (Doraville)



4587 Winters Chapel Rd, Atlanta, GA 30360

Responsibilities:

- Welcome on-site visitors, confirm appointment and announce visitor to appropriate personnel.
- Greet vendors in a friendly and professional manner.
- Maintain building security by use of established front door access, maintain visitor logs and badges.
- Answer main telephone line, determine purpose of call and forward to appropriate individual or department.
- Maintain an adequate inventory of general office supplies.
- Receive, sort and distribute incoming mail/packages accordingly.
- Distribute intra-company mails to various off-site locations.
- Prepare outgoing mail, including Fed Ex and other overnight delivery services.

Qualifications:

- Computer skills using Outlook, PowerPoint, Excel and Word
- High School Diploma or equivalent.
- 2+ years experience as a receptionist.

Apply Online at: <https://tinyurl.com/22b3f8hc>

Source: Indeed

Administrative Professional (Roswell)



1080 Upper Hembree Rd, Roswell, GA 30076

Responsibilities:

- Facilitate communication between our customers and team to ensure customer satisfaction
- Buy materials for the office when necessary
- Plan community events to market the company and increase brand awareness
- Coordinate any company parties, necessary appointments, or travel
- Answering calls and directing callers to the proper person with the digital phone system
- Assist with mailing applications and receiving documents from clients
- Managing conference rooms (light straightening up, showing clients in, etc)
- Assisting paralegals and attorneys with various legal type jobs, tasks

Qualifications:

- High school diploma or GED required
- Technologically savvy; basic knowledge of Microsoft Office Word and Excel programs and filing systems with the ability to learn new programs quickly and troubleshoot common issues
- Prior experience in office management or our industry is a plus

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

Source: Indeed

Office Manager (Alpharetta)



11130 State Bridge Road, Alpharetta, GA 30022

Responsibilities:

- Greet and assist patients upon arrival, ensuring a positive and welcoming experience.
- Address patient inquiries and resolve complaints promptly and professionally.
- Oversee appointment scheduling and patient check-in/check-out procedures.
- Oversee daily office operations, including filing, data entry, and office supply management.
- Ensure accurate and timely processing of patient paperwork and billing information.
- Coordinate with other departments to ensure seamless patient care and office operations.
- Maintain organized and up-to-date patient records.
- Handle all phone call interactions, providing information and assistance as needed.
- Manage the patient check-in and check-out process efficiently.
- Schedule patient appointments and follow-up visits.
- Process payments and input patient insurance information accurately.

Qualifications:

- High school diploma
- Minimum of 1-3 years of experience in a front office or administrative role.
- Proficiency in office management software and medical billing systems. (Not Required)

Apply Online at: <https://tinyurl.com/29ccgz6r>

Source: Indeed

Transaction Coordinator (Roswell)



100 Mansell Ct E UNIT 600, Roswell, GA 30076

Responsibilities:

- Coordinate, complete, and/or review transaction documents/paperwork/forms for completeness, accuracy and adherence to company policy and state rules and regulations. Follow up with sales and management staff to correct discrepancies.
- Perform data entry tasks, prepare general correspondence, and maintain forms/supplies.
- Maintain/manage active files – price reductions, extensions, expirations - to ensure all information is entered and/or reports and disclosures are forwarded in a timely manner. Keep agents informed on the progress of the files.
- Compile marketing materials, handle advertising, schedule appointments and coordinate other transaction activities.
- Provide and/or coordinate accurate and timely communication with external contacts such as homeowners, closing agents, staff from other real estate brokerages, service personnel and vendors.
- Confirm earnest money checks and forward check to accounting to comply with timeframes.
- Prepare and maintain files for document storage.
- Train new staff and sales associates on software and office equipment. Serve as back-up to office staff.

Qualifications:

- High school diploma or equivalent work experience. Post secondary coursework preferred.
- Two years administrative experience preferably in real estate office.
- Strong computer skills in Microsoft Office products.
- Typing speed of 45 wpm minimum.

Apply Online at: <https://tinyurl.com/2ynx6gz4>

Source: Employer Website

Onboarding Specialist (Sandy Springs)

NORTHSIDE HOSPITAL

1001 Summit Boulevard, Atlanta, GA 30319

Responsibilities:

- Responsible for processing new hire information, including the entry of confidential information into HRIS system and creation of HR employee file.
- Performs transactions related to one or more HR and Payroll specialties with a high degree of accuracy and strict adherence to written procedures.
- Monitors and evaluates the completion of the background check reports, Employee Health clearance, and certification/licensure primary source documentation to ensure all components are compliant with Northside policy or escalates issues when outside of policies prior to new hire start date.
- As needed, will complete and confirm all onboarding requirements and clearance processes of Managers, Directors, Executives and Physicians.
- Monitors all elements of the background process ensuring efficient turn around with accurate results relative to job requirements prior to new hire start date.
- Ensures that the onboarding database is accurate, up-to-date and properly validated daily of new employees for each orientation class and ready prior to new hire start date.
- Ensures a high level of customer service to all facilities, maintaining a strong open relationship with HR team members and leaders.

Qualifications:

- High School Diploma or equivalent (GED).
- Two (2) years of Human Resources OR customer service related experience.
PREFERRED:
- Bachelor's Degree from an accredited college or university.
- Two (2) years of HR Shared Services experience, representing HR/Health insurance industry.
- Competent with Microsoft Excel.

Apply Online at: <https://tinyurl.com/25fj2cpm>

Source: Employer Website

Lead Concierge (Roswell)



75 Magnolia St, Roswell, GA 30075

Qualifications:

- A minimum of 1-3 years related experience in a customer service environment, preferable a senior living setting
- 1-3 years in a supervisory role
- High school diploma or General education degree (GED) required; college degree preferred

Apply Online at: <https://tinyurl.com/2ytk3hq4>

Source: Indeed

Childcare PT (Dunwoody)



1600 Dunwoody Club Dr, Atlanta, GA 30350

Responsibilities:

- Opening & Closing Operations
- Clean & Organize designated space and child facilities.
- Restock snacks & juices and other supplies
- All toys, games and other kid items should be organized at end of the night.

[No qualifications specified in ad.]

Friday Evenings 5:30 - 10:00pm

Saturday Evenings 5:30 - 10:00pm

Thursdays 5:30 - 9pm (once a month - YEAR ROUND)

Apply Online at: <https://tinyurl.com/2354toap>

Source: TheAhaConnection

Receptionist PT (Perimeter)



4170 Ashford Dunwoody Rd NE Suite 250, Atlanta, GA 30319

Responsibilities:

- Greet employees, guests, visitors, delivery personnel, board members
- Direct all to appropriate people, department, or conference room
- Maintain office security by following safety procedures and controlling access via the reception/lobby area
- Make sure visitors needing an access card signs in with date/time and signs out upon returning access card
- Order general office supplies, maintaining inventory and keep storage room organized
- Assist with receiving deliveries from Amazon, Staples, DoorDash etc.
- Deliver shipments to the appropriate people
- Assist with shipping items for employees via FedEx, UPS, and USPS
- Keep kitchen area and all conference rooms stocked with snacks, dry erase markers

Qualifications:

- 2+ years' experience in an administrative role in a professional office environment

\$15 - \$18 an hour

Apply Online at: <https://tinyurl.com/27voo9cp>

Source: Indeed

Administrative Assistant (Chamblee)

Floyd Green Financial Services

3114 Mercer University Dr, Atlanta, GA 30341

Responsibilities:

- Providing administrative support to make sure that the office runs efficiently.
- Communicating with clients politely and professionally by phone and email.
- Carrying out administrative duties by filing reports with various government agencies.
- Updating online databases and tracking client information.
- Answering client questions on services and prices.
- Keeping client files organized and updated.

Qualifications:

- High school or equivalent (Preferred)

\$18 - \$19 an hour

Apply Online at: <https://tinyurl.com/2bh9ekuv>

Source: Indeed

Administrative Assistant / Receptionist (Alpharetta)



9550 Nesbit Ferry Road, Alpharetta, GA 30022

Responsibilities:

- Manage travel, voicemail, message, and phone line Owners/ CEO and Instructional Supports.
- Provides general clerical duty to management including photocopying and sending outgoing faxes, mail, and courier parcels
- Supports prospective staff and Instructional Supports the interview process by contacting candidates to schedule interviews, reserving meeting space, preparing interview packets for the interview panel, administering computer tests.
- Arrange and process travel, meetings, and other arrangements for management staff.
- Supports application process including organization and filing.
- Works directly with directors to process enrollment, tours and forwards requested documentation to directors or CEO to provide Legal to ensure that the turnaround deadline is met.
- Prepares and modifies documents including correspondence, reports, spreadsheets, letters, and memos.
- Maintains state files including tracking and filing of grant agreements, visit reports and official correspondence.

Qualifications:

- Microsoft Office: 1 year (Preferred)
- Customer Service: 1 year (Preferred)
- Google Suite: 1 year (Required)

\$29,120 - \$31,200 a year

Apply Online at: <https://tinyurl.com/24npd4eh>

Source: Indeed

Administrative Assistant (Brookhaven)



4004 Summit Blvd, Brookhaven, GA 30319

Responsibilities:

- Schedule and coordinate meetings, interviews, events, projects and ensure appropriate documents for meetings; calendar management
- Typing, formatting, editing and redacting routine documents, copying, scanning, filing, and updating paper and electronic documents required
- Greet and assist onsite guests
- Answer inbound telephone calls
- Perform all other office tasks, including assistance with management of the corporate office

Qualifications:

- Bachelor's Degree
- 2+ years related experience

Apply Online at: <https://tinyurl.com/2bf7hcoe>

Source: Employer Website

Health Spa Assistant PT (Alpharetta)



2650 Holcomb Bridge Road, Alpharetta, GA 30022

Responsibilities:

- Greet and check-in clients, providing exceptional customer service
- Assist in maintaining a clean and organized spa environment
- Promote spa services and products to clients
- Collaborate with the spa team to ensure smooth operations

Qualifications:

- Previous experience in customer service or hospitality is preferred

Expected hours: 15 - 25 per week; Available to work Fridays, Saturdays, & Sundays

\$15 - \$17 an hour

Apply Online at: <https://tinyurl.com/28rp4bfa>

Source: Indeed

Food Service, Housekeeping, & Other Now Hiring – Week of 8/25/24

Golf Outside Services Attendant (Alpharetta)

Golf Club of Georgia / 1 Golf Club Drive, Alpharetta, GA 30005

<https://tinyurl.com/27kms9fv>

Parking Valet (Buckhead)

\$15.00 - \$17.50 an hour

SP+ / 3391 Peachtree Road NE, Atlanta, GA 30326

<https://tinyurl.com/2y53tszg>

Furniture Mover PT (Chamblee)

From \$20 an hour

Iris & Oak / 2080 Peachtree Industrial Court Suite 116 Chamblee, GA 30341

<https://tinyurl.com/27rsx43v>

Cashier Host/Hostess (Roswell)

\$10 - \$12 an hour

Pizzeria Lucca / 96 Bulloch Avenue, Roswell, GA 30075

<https://tinyurl.com/23e63wjn>

Dishwasher (Brookhaven)

\$12 an hour

Porterhouse Grill & Pub / 1410 Dresden Dr NE, Brookhaven, GA 30319

<https://tinyurl.com/22flrvhj>

Maintenance Partner PT (Roswell)

Historic Roswell Place / 75 Magnolia St, Roswell, GA 30075

<https://tinyurl.com/25eos84h>

Dishwasher (Alpharetta)

From \$15 an hour

UP on the Roof / 33 South Main Street, Alpharetta, GA 30009

<https://tinyurl.com/2cbc9v4l>

Food Service, Housekeeping, & Other Now Hiring – Week of 8/25/24

Dishwasher (Perimeter)

Up to \$18 an hour

Culinary Dropout / 1231 Ashford Crossing BLDG 900, Dunwoody, GA 30346

<https://tinyurl.com/2da6s6kh>

Dishwasher PT (Roswell)

\$11 - \$14 an hour

Mazzy's Sports Bar & Grill / 10729 Alpharetta Highway, Roswell, GA 30076

<https://tinyurl.com/26azt4fz>