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# Administrative Assistant (Brookhaven)

**OGLETHORPE**

**Oglethorpe University**

4484 Peachtree Rd NE, Atlanta, GA 30319

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## **Responsibilities:**

- Maintain and Coordinate the Director of Facilities calendar
- Monitors critical steps in the workflow process to ensure operational units are executing steps in a timely and efficient manner
- Schedule meetings with a large array of entities both external and internal
- Coordinates contracts and invoicing, vendor for the Director of Facilities
- Provides administrative support related to communications, reporting, and gathering key information across operational units
- Assist with data entry and follow-up to ensure work orders are completed in a timely manner
- Assist with duties within Asset Essentials.
- Maintains and updates the campus master project listing
- Maintains and updates digital files related to buildings and grounds
- Collects and updates the Campus Operations intranet page
- Assists and takes notes in project management meetings and planning sessions

## **Qualifications:**

- Bachelors degree preferred
- Previous administrative work experience strongly preferred

Apply Online at: <https://tinyurl.com/24e9cjuc>

Source: Employer Website

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# Command Center Specialist (Buckhead)



3391 Peachtree Road NE, Atlanta, GA 30326

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## Responsibilities:

- Handles high volume of calls with the highest degree of courtesy and professionalism to resolve customer issues, which include customer questions, complaints, and inquiries
- Offers alternative solutions where appropriate with the objective of retaining customer's satisfaction
- Communicates with customers using web-based tools and demonstrates the associated proficiency in typing and grammar
- Utilizes, monitors and troubleshoots Parking Access Revenue Control System (PARCS) devices and supporting systems
- Makes financial decisions to protect/collect revenues and adjusts customer accounts
- Assists supervisors with special projects and performs miscellaneous assigned duties
- Manages multiple duties at a time
- Delivers exceptional client service via telephone
- Conducts detailed research and address customer inquiries

## Qualifications:

- At least 1- 2 years of experience with Call Center/Customer Service/Accounting skills
- Demonstrate intermediate or advanced computer skills, including use of Word, Excel and web browsers (e.g. Google Chrome, Internet Explorer)
- High School Diploma or equivalent

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

Source: Indeed

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# Human Resources Shared Specialist (Sandy Springs)



5780 Peachtree Dunwoody Road, Atlanta, GA 30342

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## Responsibilities:

- Serves as the first line of contact for HR and Payroll inquiries from employees, including, open enrollment, Self Service, year-end, mergers, acquisitions, and special projects.
- Responsible for handling any employee related administrative, data entry, reporting and reconciliation tasks as appropriate.
- Performs transactions related to one or more HR and Payroll specialties with a high degree of accuracy and strict adherence to written procedures.
- Maintains knowledge of organizational and departmental policies and procedures. Providing education on benefits, leave of absences, payroll, HR processes to new hires, employees and managers.
- Responds to incoming correspondence/calls from employees for all HR and payroll related inquiries. References company policies and procedures to ensure accuracy of response and to offer all available information. Determines and addresses any unstated needs. Recognizes when escalation of a situation is necessary. Records the details of each call.

## 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.

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

Source: Indeed

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# Receptionist (Sandy Springs)



8409 Dunwoody Pl, Atlanta, GA 30350

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## Responsibilities:

- Answer and direct incoming calls, emails, and inquiries to the appropriate personnel.
- Greet and assist visitors, clients, and employees with a friendly and professional demeanor.
- Maintain and update office records, including filing, scanning, and data entry.
- Assist in the preparation and distribution of internal and external correspondence.
- Maintain the office's cleanliness and organization, ensuring a tidy and presentable workspace.
- Monitor and replenish office supplies, such as stationery, printer supplies, and kitchen items.
- Accurately enter and update data into spreadsheets, databases, and other software applications.
- Assist in creating and editing documents, reports, and presentations.
- Manage and maintain physical and electronic filing systems for easy retrieval of documents.

## Qualifications:

- High school diploma or equivalent; some college coursework or a relevant certification is a plus.
- Proficiency in basic office software (e.g., Microsoft Office Suite).
- Basic data entry and computer skills.

\$11 - \$12 an hour

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

Source: Indeed

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# Junior Executive Assistant (Alpharetta)



11175 Cicero Drive Alpharetta, GA, 30022

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## Responsibilities:

- **Administrative Support:** Provide support to multiple C-level executives, including managing schedules, calendaring global appointments, organizing meetings, and maintaining records.
- **Document Preparation:** Prepare and edit documents, presentations, and reports accurately and professionally.
- **Communication:** Handle phone calls, emails, and other forms of communication, responding to inquiries and directing them as necessary.
- **Office Management:** Assist in maintaining office supplies, managing inventory, and coordinating with vendors for necessary services.
- **Data Entry:** Accurately input and update data in various systems, ensuring current and reliable information.
- **Event Coordination:** Assist in planning and coordinating company events, meetings, and conferences.
- **Travel Arrangements:** Arrange domestic and international travel itineraries, accommodations, agendas, and logistics- complete expense reports through the online system.

## Qualifications:

- **Experience:** 2-5 years of administrative support in a corporate environment, supporting executive-level leaders.
- **Education:** A high school diploma or equivalent is required; an associate or bachelor's degree is a plus.
- **Technical Skills:** Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook). Web-based travel and expense reporting system knowledge is a plus.

\$70,000 - \$80,000 a year

Apply Online at: <https://tinyurl.com/2xl573bl>

Source: Indeed

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# Spa Coordinator PT (Alpharetta)

WOODHOUSE

**The Woodhouse Day Spa – Avalon**

7150 Avalon Blvd, Alpharetta, GA 30009

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## **Responsibilities:**

- Serves as primary support for the spa's manager, therapists and guests
- Ensures that every guest has a friendly, inviting and memorable experience
- Have a welcoming and warm personality, outgoing, never met a stranger
- Answers incoming calls, listens to our guests' needs to schedule appointments or give service recommendations, and collects payment for services
- Partners with the therapists to increase their guest retention and retail sales by scheduling the guest's next appointment during checkout and promotes the recommended products
- Educates guests on the Woodhouse experience including a warm welcome, introduction to our locker room and amenities, and helping them to have a seamless experience
- Drives service and retail sales/awareness by educating guests on products, services and treatments

## **Qualifications:**

- Strong computer skills

Must be able to work evenings, weekends and holidays

Apply Online at: <https://tinyurl.com/2cxy42vz>

Source: Indeed

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# Office Administrator (Sandy Springs)



1303 Hightower Trail, Atlanta, GA 30350

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## **Responsibilities:**

- Manage day-to-day operations of real estate office
- Administrative assistant to company President (part time)
- Creating and updating marketing materials on several platforms including company website
- Support other team members with administrative tasks and special projects as assigned by management
- Assist with the management of Aged Receivables

## **Qualifications:**

- Proficiency in Microsoft office: Word, Excel and Outlook
- High school diploma or equivalent required
- Experience in lease administration is a plus

\$18.08 - \$19.74 an hour

Apply Online at: <https://tinyurl.com/2bmcjv32>

Source: Indeed

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# Communication Systems Operator (Sandy Springs)



1000 Johnson Ferry Rd NE, Atlanta, GA 30342

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Operates the telephone switchboard to relay incoming and outgoing telephone calls.

**Qualifications:**

- Six (6) months prior experience as Communications Systems Operator or Call Center, Customer Service, Switchboard, Receptionist

Apply Online at: <https://tinyurl.com/2dfv6sqd>

Source: Employer Website



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# Customer Experience Specialist (Sandy Springs)



7000 Central Pkwy #800, Atlanta, GA 30328

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This person will be responsible for promptly addressing customer inquiries: providing quotations, entering orders, and answering questions/concerns in a timely and professional manner. This is an entry level position (2 years' minimum experience) that will be responsible for managing customer relationships in a specified market base as outlined in Oldcastle's SOPs. The primary functions are to enter orders and estimates, and answer calls in a timely and respectful manner.

### **Qualifications:**

- 1+ years Customer Service in an office environment
- Experience working in manufacturing or logistics is preferred
- Comfortable user of excel

Apply Online at: <https://tinyurl.com/2c74lkoc>

Source: Employer Website

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# Office Administrator (Buckhead)



3372 Peachtree Rd Suite 115, Atlanta, GA 30326

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As an Office Administrator, you will be responsible for handling various tasks to ensure the smooth operation of the office. This includes answering phones, scheduling and dispatch, maintaining client relationship, supporting a strong team, and implementing day to day operations.

**Qualifications:**

- Proficient in Microsoft Office Suite
- High school or equivalent

Work Hours: 20 to 40 hours week

Apply Online at: <https://tinyurl.com/2yvr6a7z>

Source: Indeed

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# Sunday Morning Childcare Provider (Dunwoody)



SAINT LUKE'S  
PRESBYTERIAN CHURCH

1978 Mt Vernon Rd, Dunwoody, GA 30338

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Sunday morning childcare provider is needed for our church preschool room (ages 3-4). The preschool room usually has between 4-5 kids and always another childcare provider. Activities will be provided.

[No qualifications specified in ad.]

The hours are Sunday from 9-12 (although we are usually done by 11:30).

\$20 per hour, guaranteed the full three hours pay.

Apply Online at: <https://tinyurl.com/2xro4pkw>

Source: TheAhaConnection

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# Receptionist / Switchboard Operator – PRN (Dunwoody)



Peachford Hospital / 2151 Peachford Road, Atlanta, GA 30338

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## **Responsibilities:**

- Answer and respond to telephone and face-to-face inquiries promptly and in a pleasant, courteous and clear manner.
- Demonstrate knowledge of hospital emergency code response procedures.
- Provide routine hospital-related information to callers and visitors.
- Maintain a safe and secure lobby area.

## **Qualifications:**

- Experienced Receptionist

PRN (On-Call) on weekends and some evenings during the week

Apply Online at: <https://tinyurl.com/2darw8dt>

Source: Employer Website

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**SAVE THE DATE!**

**NFCC JOB FAIR**  
**OCTOBER 18, 2024**



DATE  
October 18, 2024



TIME  
10:00 AM - 02:00 PM



11275 Elkins Road Roswell,  
GA 30076



**REGISTER TODAY:**  
**[NFCHELP.ORG/WORKSHOP](https://nfcchelp.org/workshop)**



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# Food Service, Housekeeping, & Other Now Hiring – Week of 9/1/24

## **Utility Worker (Alpharetta)**

**\$15 an hour**

Georgia State University / 3775 Brookside Pkwy, Alpharetta, GA 30022

<https://tinyurl.com/28ulrs6c>

## **Housekeeper (Alpharetta)**

Hilton / 5775 Windward Parkway, Alpharetta, GA 30005

<https://tinyurl.com/254mwcoy>

## **Housekeeper (Roswell)**

**\$11.59 - \$14.49**

Brookdale Chambrel / 1000 Applewood Drive, Roswell, GA 30076

<https://tinyurl.com/2b5u4d23>

## **Housekeeping PT (Roswell)**

**\$15.50 - \$16.00 an hour**

The Georgian Lakeside / 1070 Hardscrabble Road, Roswell, GA 30075

<https://tinyurl.com/2b6ll5t7>

## **Cashier/Food Runner PT (Sandy Springs)**

**\$14 - \$15 an hour**

Newk's Eatery / 1181 Hammond Dr NE, Atlanta, GA 30346

<https://tinyurl.com/2d5jdlm7>

## **Receiving Associate PT (Roswell)**

Frontgate / 1425 Market Blvd, Roswell, GA 30076

<https://tinyurl.com/2cwsu8mw>

## **Doorman (Buckhead)**

Selig Parking / JW Marriott Buckhead | 3300 Lenox Road NE, Atlanta, GA 30326

<https://tinyurl.com/2av3qlub>

## **Host/Hostess (Dunwoody)**

**\$15 - \$17 an hour**

Carbonara Trattoria / 5499 Chamblee Dunwoody Rd, Atlanta, GA 30338

<https://tinyurl.com/295n7dwb>

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# Food Service, Housekeeping, & Other Now Hiring – Week of 9/1/24

## **Dish Machine Operator (Roswell)**

**\$9 - \$15 an hour**

IHOP / 10686 Alpharetta Hwy, Roswell, GA 30076

<https://tinyurl.com/275rg7t9>

## **Crew Member (Sandy Springs)**

**\$11 - \$13 an hour**

Dunkin' / 8290 Roswell Road, Atlanta, GA 30350

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