

---

# Administrative Assistant (Sandy Springs)



St. Joseph's Hospital | 5673 Peachtree Dunwoody Rd NE, Atlanta, GA 30342

---

## Responsibilities:

- With minimal supervision, answers unit/ department telephones and greets visitors according to departmental procedure; screens calls and takes messages or refers caller to appropriate staff member.
- Greets visitors in a courteous manner, establishes needs and refers to appropriate staff.
- Sets up, organizes, and maintains various departmental files according to established procedures.
- Retrieves appropriate information upon request for internal and external use.
- Arranges and schedules appointments, meetings, and domestic and/or international travel for one or more senior level managers, prepares daily schedules, prioritizes requests for meetings, prepares itinerary and/or expense reports, and prepares managers for meetings.
- Schedules and coordinates meetings and/or special events, reserves facilities, arranges for equipment and materials, arranges for speakers, refreshments or meals, develops agendas, and arranges seating.
- Takes minutes as requested.
- Receives and reviews incoming correspondence, independently responds to routine matters, and composes and edits responses for supervisor's signature

## Qualifications:

- A high school diploma or equivalent.
- Five years of clerical or secretarial experience.
- Previous experience with various personal computer software applications.
- Positions in this classification may require the ability to type or keyboard 55 accurate words per minute.

\$18.27 - \$23.76 an hour

Apply Online at: <https://tinyurl.com/25jsr8nm>

Source: Employer Website

---

# Front Desk (Sandy Springs)



6096 Barfield Rd, Sandy Springs, GA 30328

---

## Responsibilities:

- Greet and welcome guests with a friendly and professional demeanor, ensuring they feel valued and appreciated.
- Provide prompt and courteous service, addressing guest inquiries and requests with efficiency and a positive attitude.
- Manage the check-in and check-out process, ensuring accuracy in guest registration, room assignment, and payment processing.
- Verify guest information and provide an overview of hotel amenities, services, and policies
- Assist guests with reservations, modifications, and cancellations, ensuring all details are accurately recorded in the system.

## Qualifications:

- High school diploma or equivalent; additional education in hospitality or related fields is a plus.
- Previous experience in a front desk or customer service role, preferably in the hospitality industry.

From \$16 an hour

Apply Online at: <https://tinyurl.com/23d56nvj>

Source: Indeed

---

# Front Office Patient Account Representative (Dunwoody)



5909 Peachtree Dunwoody Road, Atlanta, GA 30328

---

## **Responsibilities:**

- Greets and receives visitors in a warm and professional manner; Answers phones and provides answers to calls or refers them to the appropriate staff
- Checks patients into practice and maintains office flow
- Maintains cleanliness and order of lobby items
- Reviews all paperwork for completion, consents and accuracy
- Balances credit card machine
- Maintains 6-day report, charge audit report, Finance report, patient image report, and refund report on a daily and weekly basis.
- Maintains additional reports as needed.
- Identifies and explains patient balance to patients
- Analyzes chart to take any adjustments or insurance discounts
- Collects payments, reads and understands alerts in the system and insurance verification
- Notifies finance team of any changes in insurance

## **Qualifications:**

- High School Diploma/ Associates Degree required
- Minimum 1-2 years of customer service experience - Medical office experience preferred
- Proficient in Microsoft Office

Apply Online at: <https://tinyurl.com/2ayu45nr>

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
- Collection of information in a timely manner and verifying the accuracy and completeness of data submissions and forms 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
- Proficiency in MS Office (MS Outlook, Word, Excel, and PowerPoint)

Apply Online at: <https://tinyurl.com/2bueez85>

Source: Employer Website

---

# Office Assistant PT (Sandy Springs)



**Southern HealthCare Management**

600 Embassy Row, Atlanta, GA 30328

---

This Office Assistant supports the Purchasing Director and keeps the office running smoothly.

- Place orders with vendors and assist with order processing, as directed.
- Maintain the Contract Repository on SharePoint.
- Communicate professionally with various corporate, facility and vendor representatives.
- Manage office supplies, kitchen supplies, and office vendors.
- Greet visitors, answer telephones and direct calls.
- Manage the mail and packages.
- Provide support for company sponsored events and projects.
- Flexible and willing to complete requested business errands.
- Complete travel arrangements, expense reports, book meetings, arrange meals and filing for Senior Leadership.
- Notarize documents and update org charts.

## **Qualifications:**

- Minimum high school diploma or equivalent. Some college preferred.
- Solid PC skills (Microsoft Office products)

Expected hours: No more than 29 per week

\$17 an hour

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

Source: Indeed

---

# Clinical Receptionist (Dunwoody)



Jewish Family & Career Services of Atlanta

---

## **Responsibilities:**

- Open and or close the clinical or general reception area(s).
- Ensure that the reception area(s) are kept orderly.
- Be available to cover main reception desk as needed.
- Answer all incoming phone calls and route them to the appropriate employee. Back up general reception during the day to answer incoming calls.
- Monitor voicemail system and route messages to the appropriate employee.
- Greet clients and visitors, creating a warm and welcome atmosphere.
- Operate security doors to ensure safety by confirming guest appointments.
- Inform staff of their visitors/clients by phone and/or email.
- Monitor daily appointments through scheduling software. Update client information, working closely with Billing Specialist to ensure accurate fees.
- Communicate and be proactive with clinical staff to ensure the best client experience.
- Assist in billing of appointments, addressing any balance inquiries or billing issues that may occur.
- Ensure accuracy of payments, both private pay and insurance fees, and process payments using payment software and tools.
- Follow all agency & HIPAA guidelines regarding confidentiality.

## **Qualifications:**

- 2+ years experience.
- High School Diploma or equivalent.

Apply Online at: <https://tinyurl.com/27pg4b5w>

Source: Employer Website

---

# Driver Services Associate (Alpharetta)



1165 Sanctuary Pkwy, Alpharetta, GA 30009

---

A Driver Services Associate (DSA) I is responsible for resolving customer inquiries by following client guidelines, departmental procedures, product requirements and company policy across the core products supported in the call center. A DSA I will answer inbound calls and make outbound calls in an exceptional service manner to ensure customer satisfaction.

## **Qualifications:**

- Typing 35+ words per minute.
- Working knowledge of Windows operating system.
- High School diploma or equivalent required
- 1-2 years call center experience can be beneficial, but not required.
- Minimum 1 year customer service experience, dealing with customers over the phone or in person, required.

Apply Online at: <https://tinyurl.com/23wdukt5>

Source: Employer Website

---

# Human Resources Generalist I (Dunwoody)



4828 Ashford Dunwoody Rd, Dunwoody, Georgia 30338

---

## Responsibilities:

- Assist in managing recruitment processes and automating onboarding workflows.
- Conduct audits and help in the automation of HR processes.
- Provide assistance with employee onboarding, offboarding, and other employment changes including development of employee-related services, including promotions, write-ups, and transfers.
- Maintain accurate employee records in compliance with Joint Commission guidelines and relevant federal/state regulations.
- Administer employee discipline procedures and assist with complaints and grievances.
- Monitor employee retention and recruitment strategies.

## Qualifications:

- High School Diploma required; college education preferred.
- 2-4 years of relevant experience in HR or a similar role.
- SHRM certification preferred but not required.
- Proficiency in Windows, Adobe Suite, and Microsoft applications.

\$60,000 - \$65,000 a year

Apply Online at: <https://tinyurl.com/2x13fuvw>

Source: Indeed



---

# Receptionist / Assistant (Dunwoody)



5669 Peachtree Dunwoody Road, Atlanta, GA 30342

---

## **Responsibilities:**

- Support Admissions Team
- Greet public and refer them to appropriate staff members
- Answer telephone, route calls, and take messages
- Assist staff with administrative duties as requested
- Participate in the maintenance and/or modification of data collection system
- Distribute incoming mail and prepare outgoing mail
- Maintain front desk area, keeping it clean and free from clutter
- Type and process documents as needed
- Order office supplies and monitor inventory
- Facilitate special event registration
- Proctoring exams

## **Qualifications:**

- 2 years experience
- Computer literate
- Proficient in Microsoft Office

Apply Online at: <https://tinyurl.com/22q7l4dr>

Source: Indeed

---

# Executive Assistant (Chamblee)



2960 Brandywine Road, Atlanta, GA 30341

---

## Responsibilities:

- Serve as a liaison between executives, employees, and external partners.
- Manage executives' calendars, scheduling meetings, and ensuring accurate information flow.
- Coordinate travel and accommodation arrangements.
- Track and manage expense reports (weekly, monthly, and quarterly).
- Oversee the performance of administrative staff and office operations, including supply management.
- Draft, format, and distribute internal and external communications (memos, presentations, reports).
- Organize and maintain an efficient filing system, both physical and digital.
- Take meeting minutes and follow up on action items.
- Screen phone calls, emails, and correspondence, directing as necessary.

## Qualifications:

- Proven experience as an Executive Assistant, Personal Assistant, or similar role.
- Exceptional organizational skills and the ability to manage multiple priorities effectively.
- Proficient in Microsoft Office (Word, Excel, PowerPoint) and digital office tools (e.g., e-calendars).

Apply Online at: <https://tinyurl.com/25emob4k>

Source: Indeed

---

# Human Resources Coordinator (Roswell)



**Nile Womens Healthcare**

1297 Hembree Rd, 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).
- Exposure to payroll practices.

Monday to Friday

Apply Online at: <https://tinyurl.com/2dq7lr5a>

Source: Indeed

---

# Receptionist PT (Chamblee)



5855 Peachtree Blvd, Atlanta, GA 30341

---

## **Responsibilities:**

- Greets showroom customers and determines the nature of their visit
- Directs customers to the correct department, notifies the appropriate person that a customer is waiting, and introduces the customer to a salesperson
- Answers incoming phone calls. Directs caller to appropriate department or individual or takes a thorough message
- Communicates with callers and visitors in a professional, friendly, and efficient manner
- Obtains basic demographic information about each customer, using an ups card, a computer system, a log sheet, or other method established by the dealership
- Enters data into prospect tracking system and runs prospect reports for manager weekly
- Communicates messages to the appropriate parties in a timely manner
- Types memos, correspondence, reports, and other documents
- Assists service customers during the morning and evening service rush whenever possible

## **Qualifications:**

- High school diploma or equivalent preferred
- Must have a valid Driver's License

\$15 - \$17 an hour

Apply Online at: <https://tinyurl.com/273x7x2h>

Source: Indeed

---

# Receptionist - PM Shift (Sandy Springs)



1500 S Johnson Ferry Rd, Sandy Springs, GA 30319

---

## **Responsibilities:**

- Answering incoming calls and assisting callers with questions or comments
- Greeting families and visitors with a friendly demeanor
- Managing filing, cash handling, and sorting mail

## **Qualifications:**

- Experience with Excel and Microsoft Word
- 2 years of customer service experience (a must-have)

40 Hours a week; Afternoon Shift M-F 1:30 PM-8:00 PM Sunday 8am-7pm

Apply Online at: <https://tinyurl.com/2cx4jjnn>

Source: Indeed

---

# Food Service, Housekeeping, & Other Now Hiring – Week of 9/8/24

## **Kitchen Assistant PT (Roswell)**

**\$15 an hour**

Brickmont of Roswell / 2560 Holcomb Bridge Road, Alpharetta, GA 30022

<https://tinyurl.com/26kf53e5>

## **Dishwasher/Busser PT (Roswell)**

**\$11.50 - \$16.00 an hour**

Morningbirds Brunch / 10930 Crabapple Rd #21, Roswell, GA 30075

<https://tinyurl.com/23xng8oq>

## **Host/Hostess (Alpharetta)**

**\$10 - \$15 an hour**

TBB 122 / 122 Marietta Street, Alpharetta, GA 30009

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

## **Tunnel Hand Wash (Alpharetta)**

**From \$18 an hour**

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

<https://tinyurl.com/263aphmh>

## **Dishwasher (Alpharetta)**

**\$13 - \$17 an hour**

PURE Taqueria / 103 Roswell Street, Alpharetta, GA 30009

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

## **Dishwasher PT (Roswell)**

**\$11 - \$14 an hour**

Mazzy's Sport Tavern / 10729 Alpharetta Highway, Roswell, GA 30076

<https://tinyurl.com/22b8qmyu>

## **Housekeeper (Alpharetta)**

Hilton / 5775 Windward Parkway, Alpharetta, GA 30005

<https://tinyurl.com/2yku7tdx>

---

# Food Service, Housekeeping, & Other Now Hiring – Week of 9/8/24

## **Kitchen Helper/Dishwasher (Alpharetta)**

Cottonwood Estates / 255 Vaughan Drive, Alpharetta, GA 30004

<https://tinyurl.com/2yhfrq2c>

## **Studio Cleaner (Sandy Springs)**

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

SweatHouz Infrared Sauna Studio / 6050 Roswell Rd STE 200, Sandy Springs, GA 30328

<https://tinyurl.com/28czxr4v>

## **Restaurant Server (Dunwoody)**

**\$16 - \$17 an hour**

Dunwoody Country Club / 1600 Dunwoody Club Drive, Atlanta, GA 30350

<https://tinyurl.com/25qh964y>