
Customer Service Representative (Alpharetta)

CorDx

5855 Medlock Bridge Pkwy, Alpharetta, GA 30022

Responsibilities:

- Customer Interaction: Respond to customer inquiries via phone, email, chat, or in person in a timely and professional manner.
- Issue Resolution: Address and resolve customer complaints, problems, or concerns efficiently and effectively, ensuring a positive outcome.
- Product Knowledge: Maintain a thorough understanding of the company's products or services to provide accurate information to customers.
- Documentation: Keep accurate records of customer interactions, including details of inquiries, complaints, and resolutions in the CRM system.
- Feedback: Collect and relay customer feedback to the relevant departments to help improve products, services, and processes.
- Team Collaboration: Work closely with other departments such as Sales, Marketing, and Operations to ensure customer needs are met.

Qualifications:

- High school diploma or equivalent preferred
- 1+ years in a call-center, telemarketing, or customer service role
- Working knowledge of Microsoft Office applications

Apply Online at: <https://tinyurl.com/28hcnot3>

Source: Indeed

Corporate HR and Benefits Administrative Assistant (Chamblee)



5855 Peachtree Blvd, Atlanta, GA 30341

Responsibilities:

- Administer pre-employment screenings and report results to the hiring manager. If applicant is unable to drive, the non-driver form is signed by employee and GM. If the applicant is not hired due to the results, request the Pre-verse/ Adverse action letter.
- Prepare new hire packages, schedule the new hires to complete the new hire package, and ensure new hires have completed paperwork.
- E-verify Admin - all new hires and keep track of Work Authorization expirations
- Email Benefits Eligibility Letters.
- Provide payroll and clerical support to the HR Department.
- Maintain employee files and records compliant with state and federal regulations. (complete occasional audits).
- Complete Employment Verifications.
- Scan HR documents (employee files, etc.)

Qualifications:

- HR administration: 1 year (Preferred)
- Benefits administration: 1 year (Preferred)
- ADP: 1 year (Preferred)
- Payroll: 1 year (Preferred)

Pay: \$18.00 - \$20.00 per hour

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

Source: Indeed

Receptionist (Roswell)



500 Colonial Center Parkway, Roswell, GA 30076

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.
- Screen calls and resolve first level issues; provide callers with basic information such as various Market Center addresses and phone numbers, company website and other related information.
- Ensure an orderly and welcoming entry and lobby area.
- 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.

Qualifications:

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

\$23 - \$25 an hour

Apply Online at: <https://tinyurl.com/29b24ubh>

Source: Indeed

Office Assistant (Roswell)



9755 Dogwood Road, Roswell, GA 30075

Responsibilities:

- Assist in daily office operations including managing correspondence, scheduling, recruiting, and organizing files.
- Serve as the first point of contact for visitors and clients, providing excellent customer service.
- Coordinate meetings and events, including preparing meeting rooms and arranging refreshments.
- Handle incoming calls and emails, directing them to the appropriate staff members.
- Assist in maintaining office supplies inventory and placing orders when necessary.
- Support staff with administrative tasks such as data entry, photocopying, and filing.

Qualifications:

- High school diploma or equivalent; associate's degree preferred.
- Proven experience as an Office Assistant or in a similar role.
- Proficiency in Microsoft Office Suite and Google Suite.

\$14 - \$16 an hour

Apply Online at: <https://tinyurl.com/26hxc95v>

Source: Indeed

Administrative Support (Sandy Springs)



5600 Roswell Rd NE Suite F270, Atlanta, GA

Responsibilities:

- Processing online/phone/email orders.
- Accounting tasks such as invoicing/account receivables/Reconciliation.
- Communicating with existing and new clients by phone and email.
- Preparing proposals and quotes.
- Various administrative functions -- filing, organizing, etc.

Qualifications:

- Excellent customer service and sales experience by phone and email.
- Proficient in Microsoft Office and other computer related skills.

\$17 - \$20 an hour

Apply Online at: <https://tinyurl.com/228g5yrp>

Source: Indeed

Records Coordinator PT



38 Hill St, Roswell, GA 30075

Responsibilities:

- Maintains official Community Development records; develops and manages filing system for records and documentation, both hard copy and electronic copy; maintains records inventory.
- Prepares departmental files; sorts/organizes documents to be filed; files documents in designated order; locates/removes files; maintains file system of departmental records.
- Prepares files for archive; archives records and documents according to federal, state, and City records retention policies.
- Researches and collects information from a variety of external and internal sources; compiles data for special and periodic reports.
- Scans official documents; verifies quality of document image; indexes scanned records.
- Performs data entry for the Property Master and Location Master used by other departments and Community Development for the permitting process and utility billing.
- Serves as the primary contact in the department to complete Open Records Requests.

Qualifications:

- Requires a High school diploma or GED; three (3) years of experience in administrative, secretarial, or paralegal; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

\$20.27 - \$26.35 an hour

Apply Online at: <https://tinyurl.com/2yspgc2x>

Source: Indeed

Office Admin Coordinator (Buckhead)



CANON BUSINESS PROCESS SERVICES

3550 Lenox Road NE, Atlanta, GA 30326

Responsibilities:

- Answer the telephones, takes messages, typing as required.
- Handle basic inquiries and interacts with peers and management-level staff, primarily with inside contacts.
- Make travel arrangements on an infrequent basis
- Solve routine problems and refers more complex issues to higher levels
- Create reports requiring some manipulation of information, but generally uses established data or information provided by others
- Onboarding Support Services related to employees working from home that need assistance with setting up their computer equipment, downloading certain software and applications, and assigning work phone numbers.
- Off boarding Support Services related to collecting employee equipment laptops, cell phones, iPads, and other desk equipment.

Qualifications:

- High school Diploma or equivalent.
- 2+ years' experience working in a professional office environment

Apply Online at: <https://tinyurl.com/27sa57sv>

Source: Employer Website

Concierge / Receptionist (Alpharetta)



1145 Morris Rd Alpharetta,GA 30005, Alpharetta, GA 30005

The Concierge acts as the first point of contact at the community for our customers through telephone or in-person interactions, this position provides exemplary customer service in a friendly and professional manner. This position is responsible for graciously greeting community visitors, addressing the questions or concerns of prospective or current residents and families, and providing support to sales and marketing and the business office.

Qualifications:

- High School Diploma or equivalent required.
- Must have six months of experience in a receptionist role or similar function.
- Experience with Microsoft Word and Excel preferred.

\$15 - \$17 an hour

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

Source: Indeed

Customer Service Associate PT (Alpharetta)



7461 North Point Parkway, Alpharetta, GA 30022

This person serves customers by answering questions, forwarding messages, confirming orders, scheduling deliveries and keeping customers informed of their order status. The Customer Service Associate is responsible for executing all office operations.

Qualifications:

- High school diploma or general education degree (GED); or equivalent combination of education and experience

From \$15 an hour

Apply Online at: <https://tinyurl.com/2cw5zol4>

Source: Indeed

Receptionist (Perimeter)



Perimeter Rehabilitation Suites

5470 Meridian Mark Road, Atlanta, GA 30342

Responsibilities:

- Greet and welcome visitors in a friendly and professional manner
- Answer incoming phone calls and direct them to the appropriate person or department
- Provide information to callers and visitors about the company and its services
- Receive and sort mail, packages, and deliveries
- Maintain a clean and organized reception area
- Assist with various administrative tasks as needed

Qualifications:

- Proficient in Microsoft Office Suite (Word, Excel, Outlook)
- High school diploma or equivalent
- Proven experience as a receptionist or in a similar role is preferred

From \$16 an hour

Apply Online at: <https://tinyurl.com/27rs9szv>

Source: Indeed

Administrative Assistant PT (Alpharetta)



Corporate Office

366 North Main Street, Alpharetta, GA 30009

Responsibilities:

- Welcoming to guests and new team members
- Answer phone calls
- Organize files and mails
- Scheduling appointments and help with doctor agenda.
- Set up meeting room
- Managing stocks
- Assist with various daily office task

[No qualifications specified in ad.]

Monday - Friday 8:00 am - 2:00 pm schedule

Apply Online at: <https://tinyurl.com/27rw3mwp>

Source: Indeed

Front Desk Associate (Alpharetta)



12505 Innovation Way, Alpharetta, GA 30004

Responsibilities:

- Greet guests with a warm and welcoming demeanor
- Check-in and check-out guests efficiently and accurately
- Provide information about hotel amenities, local attractions, and dining options
- Handle guest inquiries, concerns, and requests promptly and professionally
- Answer phone calls and direct them to the appropriate department or staff member
- Assist with night audit duties as needed
- Maintain cleanliness and organization at the front desk area
- Collaborate with other hotel departments to ensure guest satisfaction
- Handle cash transactions and maintain accurate records

Qualifications:

- Previous experience in customer service or hospitality is preferred

\$13 - \$14 an hour

Apply Online at: <https://tinyurl.com/27xtbj3f>

Source: Indeed

HR Assistant (Buckhead)



3340 Peachtree Rd NE, Atlanta, GA 30326

Responsibilities:

- Manages the payroll process for the company, ensuring accuracy and timeliness each week
- Maintains all employee files and payroll files
- Manages the new hire process and termination process
- Participates in developing department goals, objectives and systems.
- Assists in benefits administration, including claims resolution, change reporting, approving invoices for payment and communicating benefits information to employees.
- Assists in maintaining affirmative action program; files EEO-1 report annually; and maintains other records, reports and logs to conform to EEO regulations, including year-end W-2 processing.
- Performs LOA Tracking (FMLA, STD, LTD and Worker's Compensation)
- Assists in maintaining company organization charts

Qualifications:

- Bachelor's degree or equivalent work experience in Human Resources/Payroll
- 1-2 years Human Resources/ Payroll experience
- PHR certification is a plus

\$22.00 - \$25.50 an hour

Apply Online at: <https://tinyurl.com/2cycny4v>

Source: Indeed

Administrative Assistant PT (Sandy Springs)



The administrative assistant keeps an office running smoothly by performing a variety of clerical, logistical, and organizational tasks.

Qualifications:

- Must be proficient in Microsoft Office Suite

Contact:

VP Sales

info@dknorthamerica.com

Apply Online at: <https://tinyurl.com/2659w9l2>

Source: TheAhaConnection

Executive Assistant (Sandy Springs)



7171 Glenridge Dr, Atlanta, GA 30328

This assistant is responsible for supporting the pastor and clergy in varied administrative needs, including calendar and scheduling, appointment management, sacramental record-keeping, wedding preparation scheduling, funerals, file management, program and certificate preparation, parish software data management and correspondence management.

Qualifications:

- Qualified candidates will possess a bachelor's degree, have at least three to five years of experience in a related field and know the Roman Catholic faith.

This position is typically Monday - Friday, with some flexibility required.

Apply Online at: <https://tinyurl.com/2lp4gkos>

Source: The Georgia Bulletin

Executive Assistant (Perimeter)



Cox Automotive

6205 Peachtree Dunwoody Road, Atlanta, GA 30328

Responsibilities:

- Provide support and assistance for two AVP business leaders
- Manage calendars, including internal and external appointment scheduling
- Organize and manage meetings and events, including security managing and preparing meeting space, travel, catering, transportation, and setup
- Attend scheduled meetings to welcome participants, record minutes, and ensure logistics needs are met
- Create and process expense reports
- Handle incoming phone calls and correspondence
- Ensure all documents, letters, briefings, and other materials are in final format, including but not limited to grammar, content, substance, and accuracy
- Perform administrative functions such as ordering supplies, coordinating equipment repairs, and mailing information material to homes to assist with remote working

Qualifications:

- High school diploma or equivalent
- 5 years of work experience supporting an executive or other senior leader
- Proficient in Microsoft Office experience including Teams, Office, Excel and PowerPoint

\$25.58 - \$38.37 an hour

Apply Online at: <https://tinyurl.com/28j3fkns>

Source: Employer Website

Administrative Assistant PT



3518 Broad Street, Chamblee, GA 30341

Responsibilities:

- Provides initial contact with the public for callers and visitors contacting the department and at the public counter; determines the nature of the contact; provides information regarding services, policies and procedures, takes messages, or directs the customer to the proper individual or agency.
- Schedules appointments and meetings.
- Provides support to departments staff as directed by Department Director including but not limited to office presence for morning, lunch or evening coverage, event assistance, and customer assistance.
- Prepares correspondence as needed.
- Proofreads and checks materials including but not limited to permit applications and forms for accuracy, completeness, compliance with departmental and City policies.
- Establishes and maintains office digital files.
- Process purchase requisitions and orders as needed.
- Orders and maintains an inventory of office supplies for the department.

Qualifications:

- High school diploma or equivalent required; Associate degree in business studies or related field preferred
- Bilingual in Spanish and English is strongly preferred

Apply Online at: <https://tinyurl.com/22kjdah3>

Source: Indeed

Customer Services Specialist (Roswell)



1005 Holcomb Woods Pkwy, Roswell, GA 30076

Responsibilities:

- Receive inbound phone calls in a professional and courteous manner; handles or escalates appropriately
- Respond to emails or place outbound calls as needed to assist with customer issues
- Researching customer questions via multiple systems
- Guide callers through troubleshooting, navigating the company eCommerce site or answering golf related inquiries
- Collaborates with other Customer Service Specialists and communicates with other business partners
- Identifies more effective and efficient processes and procedures
- Special order liaison between vendor and customer

Qualifications:

- High School Diploma or GED
- Min 1 year of call center / or relevant customer service experience
- Knowledge of the golf and tennis industry, a plus
- Call Center experience, highly preferred

Apply Online at: <https://tinyurl.com/2yyta6v6>

Source: Employer Website

Front Desk Receptionist PT (Roswell)



1145 Woodstock Road, Roswell, GA 30075

Responsibilities:

- Greet Families with a smile!
- Answer phone calls and respond to email inquiries
- Be informed on our swim curriculum and help families choose their class schedule and complete registration
- Take payment for retail products sold in lobby area
- Give out stickers, high fives, and celebrate swim achievements with students and parents!
- Maintain the cleanliness of the school throughout shift

Qualifications:

- Sales/Admin/Office experience

\$13 - \$15 an hour

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

Source: Employer Website

Food Service, Housekeeping, & Other Now Hiring – Week of 9/15/24

Line Server (Alpharetta)

\$15 - \$18 an hour

Oshi Poke Bowl and Sushi / 875 North Main Street, Alpharetta, GA 30009

<https://tinyurl.com/28k62hkb>

Dishwasher PT (Doraville)

\$15 an hour

KURA SUSHI / 6035 Peachtree Rd Unit A-107, Doraville, GA 30360

<https://tinyurl.com/27b8nf4g>

Dishwasher PT (Alpharetta)

Lazy Dog Restaurant & Bar / 10800 Haynes Bridge Road, Alpharetta, GA 30022

<https://tinyurl.com/23j4g95s>

Auto Detailer (Alpharetta)

\$10 - \$13 an hour

Sagelane Auto Spa / 2200 Avalon Boulevard, Alpharetta, GA 30009

<https://tinyurl.com/28wtbf4h>

Cashier/Customer Service PT (Buckhead)

\$10 - \$12 an hour

Sugar Daddy Cookies / 3393 Peachtree Road NE, Atlanta, GA 30326

<https://tinyurl.com/26wq6ud3>

Housekeeper (Sandy Springs)

\$16 an hour

Hammond Glen Retirement Community / 335 Hammond Drive, Sandy Springs, GA 30328

<https://tinyurl.com/2bfd88uv>

Dishwasher (Alpharetta)

\$13 - \$17 an hour

PURE Taqueria / 103 Roswell Street, Alpharetta, GA 30009

<https://tinyurl.com/222aytdr>

Food Service, Housekeeping, & Other Now Hiring – Week of 9/15/24

Front of House PT (Perimeter)

\$14.00 - \$15.40 an hour

Brown Bag Seafood Co. / 123 Perimeter Center West, Atlanta, GA 30346

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

Housekeeping Room Attendant (Alpharetta)

\$13.00 - \$13.50 an hour

Holiday Inn / 12505 Innovation Way, Alpharetta, GA 30004

<https://tinyurl.com/2y7amp3g>

Juice Cafe Team Member (Sandy Springs)

\$10 - \$14 an hour

CraveWell Café / 6125 Roswell Road, Sandy Springs, GA 30328

<https://tinyurl.com/2dnen5x6>



October 10, 2023 is the last day for a person in Fulton County to register and be eligible to vote in the November election.

Visit the Fulton County website for details on how to register: <https://tinyurl.com/2al2tt9g>