
Marketing Coordinator (Alpharetta)

AUTOGRAPH
COLLECTION®
HOTELS

The Hotel Avalon Alpharetta

9000 Avalon Boulevard, Alpharetta, GA 30009

Responsibilities:

- Act as Liaison between Sales Manager(s) and clients in Sales Manager's absence. Take booking inquiry information via phone and prepare proper paperwork.
- Uses various computer word processing and other software packages to enter data, produce contracts, correspondence, forms, memorandum and other documents.
- Answer telephone and respond to caller inquiries speaking in a clear and pleasant manner. Exercise decision making skills to direct caller's request. Accurately record messages for staff and distribute the written messages to the staff members in a timely manner.
- Distribute documents to appropriate persons and locations to ensure prompt processing of time sensitive information by hotel and supplier staff. Transport documents weighing up to 10 pounds to offices, mailrooms and other locations throughout the hotel building. Retrieve documents from and place documents into proper receptacles located up to 6 feet high, such as mailboxes, file cabinets, etc.
- Handle individual reservations for VIP clients. Ensure that all arrangements, including upgrades, are handled properly, coordinating with other departments through oral and written instruction.
- Organize, file and retrieve documents in appropriate binders in order to maintain essential records used in the department operation.

Qualifications:

- High School Diploma, Bachelor's Degree preferred.
- Basic administrative knowledge such as business letters, formats and telephone etiquette.
- Hotel experience preferred. Administrative Assistant/Receptionist

Apply Online at: <https://tinyurl.com/23t6dptb>

Source: Indeed

Administrative Assistant / Receptionist PT (Roswell)



1335 Northmeadow Pkwy Suite 114, Roswell, GA 30076

Responsibilities:

- Answer phones and deliver messages with a positive attitude and an energetic work ethic
- Provide office guests with a hospitable experience
- Assist in handling office requests
- Support team with managing telephone calls and emails.
- Assists team with purchasing - supplies, furniture, maintenance service, etc.
- Excellent organizational and interpersonal skill
- Maintains supplies inventory by checking stock to determine inventory level; anticipating needed supplies.
- Completes operational requirements by scheduling and assigning administrative projects; expediting work results.
- Maintains physical and electronic files or other organizational system

Qualifications:

- High School diploma or diploma/degree in business management or administrative assistant certificate preferred
- Proficient with MS Office products, primarily Word, and Excel

From \$20 an hour

Apply Online at: <https://tinyurl.com/24jogoq3>

Source: Indeed

Front Desk Agent (Perimeter)

Le MERIDIEN

111 Perimeter Center West, Atlanta, GA 30346

Provide superior guest services including check-in/check-out hotel guests courteously and efficiently; process all payments according to established hotel requirements; Provide information and services to any guest or visitor in a friendly, professional manner.

Qualifications:

- High school graduate or equivalent.
- Minimum one year customer service experience; previous hotel experience preferred.
- Computer experience preferred.

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

Source: Indeed

Office Manager (Sandy Springs)



Massey Services Pest Control

8601 Dunwoody Pl Dr Suite 700, Sandy Springs, GA 30350

Answering incoming customer calls in a courteous & professional manner; resolving customer inquiries, requests, billing questions, and scheduling service; as well as welcoming prospective new customers interested in learning about our services. There is also a high volume of outbound calls to ensure customer satisfaction, confirm service appointments, and collect overdue payments. Additional responsibilities may expand to include daily reporting; updating customer account information; accounts payable; human resource paperwork; payroll processing; etc.

Qualifications:

- High School Diploma or GED at a minimum
- Previous experience with customer service on the phone

\$16 - \$18 an hour

Apply Online at: <https://tinyurl.com/2324lv9e>

Source: Indeed

Front Desk (Chamblee)



3240 Northeast Expy NE, Atlanta, GA 30341

Responsibilities:

- Collect and enter patient data while checking the accuracy of existing data.
- Prepare appropriate paperwork for patient appointments.
- Collect any payments required by patients before their visit.
- Demonstrate professionalism in appearance, language, and demeanor.
- Properly greet all who enter the office and check patients in accordingly.
- Scan patient data into appropriate charts.
- Monitor patient wait times.
- Communicate with patients as they wait.
- Schedule patient appointments in person or over the phone.
- Answer phone calls and transfer calls to the appropriate departments.
- Monitor office supply levels.
- Complete office opening and closing procedures.

Qualifications:

- High school graduate or GED certificate recipient
- Customer service experience required
- Computer literacy: Microsoft Word and Excel.
- ASC/Medical Office experience preferred.

Apply Online at: <https://tinyurl.com/25jyx9xz>

Source: Indeed

Education Coordinator (Alpharetta)



2685 Old Milton Pkwy, Alpharetta, GA 30009

Responsibilities:

- Provide a welcoming environment for parents and students.
- Schedule students, testing, and book conferences.
- Ensure delivery of C2 Education programs and initiatives in alignment with our mission statement.
- Call prospective families that have expressed interest in C2 Education services and arrange for a diagnostic test/conference.
- Provide administrative support including answering phones and creating/managing schedules with students and teachers.
- Manage class schedules to effectively support staff sessions.
- Provide marketing support.
- Participate in school and community events as a C2 Education representative.
- Review and grade student tests and monitor all students academic progress.
- Conduct conferences with parents and students to review progress, adjust academic plans, and renew enrollments.

Qualifications:

- Bachelors Degree (B.A./B.S.) preferred

Sessions are conducted after school hours to accommodate students and are typically Monday Thursday 1:00 p.m. - 9:00 p.m. and Saturdays 9:00 a.m. - 5:00 p.m.

\$22.60 - \$25.00 an hour

Apply Online at: <https://tinyurl.com/29pvn3yo>

Source: Indeed

Corporate Office Administrator (Buckhead)



3399 Peachtree Road NE, Atlanta, GA 30326

Responsibilities:

- Answer incoming calls and direct them accordingly
- Answer incoming customer service email inquiries or direct them accordingly
- Manage office supplies inventory and place/receive orders
- Maintain café and other break areas
- Maintain calendar for various conference rooms
- Plan and execute office breakfasts and lunches
- Facilitate corporate office visits and meeting set-up
- Oversee the maintenance of office facilities and equipment
- Sort and distribute incoming mail, handle outgoing mail
- Receive incoming and prepare outgoing FedEx, UPS, etc. shipments
- Approve and code invoices related to office operations
- Serve as liaison with building management staff, including cleaning, parking, and security services
- Compose and prepare letters and other documents as needed, including spreadsheets

Qualifications:

- An associate degree or higher education is preferred.
- Three years of corporate administrative assistant experience supporting multiple staff members or similar experience is required.
- Previous property management experience is preferred but not required.

8:30 a.m. to 5:30 p.m.

Apply Online at: <https://tinyurl.com/27sbrhm4>

Source: Indeed

Human Resources and Recruitment Coordinator (Doraville)



2351 Button Gwinnett Drive, Doraville, GA 30340

Responsibilities:

- Process job requisitions
- Coordinates all recruitment for corporate office and well as distribution centers
- Writes job postings and posts requisitions to job boards
- Works with temporary agencies to get temporary assignments filled
- Works with hiring managers on developing hiring profiles
- Reviews applications and does preliminary screening
- Coordinates interview schedules
- Coordinates pre-employment requirements; drug screens, background checks, etc
- Conducts on-boarding/ new hire orientations with new Team Members
- Schedules and manages new hire meetings
- Offboards and archives separation documents
- Helps file and audit signed policies from team members

Qualifications:

- Bachelors Degree or equivalent combination of education and experience
- 1+ years experience in a similar or related position
- Knowledge of HRIS /ATS systems, a plus, Microsoft Office Suite

Apply Online at: <https://tinyurl.com/2d7e4a9r>

Source: Indeed

Game Host PT (Sandy Springs)



8725 Roswell Road, Atlanta, GA 30350

Responsibilities:

- Perform activities that facilitate the customer service experience (meeting and greeting customers; customer check in; pre-game service; running/game mastering multiple games at once; interacting with customers; post-game experience).
- Reset games after they have been played.
- Perform general tasks around the venue to assist in its operation.
- Upsell games and merchandise to customers.
- Deliver an excellent and professional customer service experience to customers.
- Maintain safety standards.
- Cleaning and sanitizing the area in and around venue to high standards.

Qualifications:

- Previous experience as server or host

Expected hours: 12 - 18 per week

\$11 - \$14 an hour

Apply Online at: <https://tinyurl.com/225cbr6l>

Source: Indeed

Customer Service Specialist I



38 Hill St, Roswell, GA 30075

Responsibilities:

- Serve as the primary point of contact by engaging with customers across all communication channels including walk-in, phone, email, chat.
- Provide general information about City functions and services, and refer customers to appropriate staff when necessary while always ensuring prompt and courteous responses.
- Utilize premade scripts for various customer service topics to ensure consistency and accuracy in responses.
- Communicate solutions effectively, both verbally and in writing, while adhering to departmental operating policies and procedures.
- Receive and resolve customer inquiries, calls, emails, and support tickets using an online tracking system, ensuring timely and accurate resolution.
- Apply best practices in customer service techniques to establish rapport and build positive relationships with residents, business owners, and visitors to the City of Roswell.
- Enter and maintain data records with accuracy, including updating, verifying, and correcting information in computer systems or logs.
- Assist in composing general correspondence/letters to customers and/or coworkers.
- Complete billing tasks accurately, ensuring precision in financial transactions.

Qualifications:

- Requires a High School Diploma or equivalent; College Degree preferred. Supplemented by two (2) years of experience, preferably in clerical support, customer service, or a related field

Apply Online at: <https://tinyurl.com/23ur4oyr>

Source: Employer Website

Village Associate (Sandy Springs)



8995 Roswell Rd, Sandy Springs, GA 30350

Responsibilities:

- Assists incoming residents in settling into living quarters by conducting a search of baggage and personal items, escorting them to assigned quarters, distributing bedding and personal care items, and providing introductions to roommates.
- Follows-up on recent housing vacancies by washing and collecting used bedding and personal items left by previous consumers.
- Maintains residential apartments by decorating, ensuring necessary appliances are available, furniture, fixtures, and appliances are in safe and clean condition.
- Reviews electronic logbook from previous shift to ensure knowledge of communications throughout previous shift and to assist consumers with issues or concerns not resolved from previous shift.
- Informs Housing staff of any incidents needing immediate attention and completes incident reports when needed.
- Makes daily rounds and apartment inspections to ensure that all participants are at their designated locations/appointments and ensure cleanliness of apartments. Documents findings and concerns from daily rounds and inspections. Reports as necessary.
- Answers incoming calls and responds to callers in an appropriate manner and distributes all messages to appropriate staff.
- Occasionally provides supportive services (i.e., reflection groups, and affirmations) and other therapeutic activities to participants and their children to effect positive change in behavioral and/or social settings.

Qualifications:

- Must have a good 3-year Motor Vehicle Report

Salary \$35,300

Apply Online at: <https://tinyurl.com/27qjgg9n>

Source: Employer Website

Receptionist PT (Buckhead)



Land Rover Buckhead

3040 Piedmont Rd NE, Atlanta, GA 30305

Responsibilities:

- Greet customer as the receptionist in a pleasant and professional manner
- Answer incoming phone calls in timely manner/routing them to appropriate departments
- Promptly and efficiently answer customer questions
- Handle customer complaints professionally and refer complaining customer to the appropriate contact for resolution

[No qualifications specified in ad.]

Thursdays 8am-7pm, and 8-1pm on Fridays, with the option to pick up additional valet shifts

\$14 an hour

Apply Online at: <https://tinyurl.com/2bvar99j>

Source: Indeed

Food Service, Housekeeping, & Other Now Hiring – Week of 9/22/24

Cashier/Customer Service (Alpharetta)

From \$15 an hour

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

<https://tinyurl.com/28nxc7nb>

Golf Outside Service Staff (Brookhaven)

\$13 - \$15 an hour

Capital City Club / 53 W Brookhaven Dr Ne, Atlanta, GA 30319

<https://tinyurl.com/24pjxvcp>

Crew Member (Perimeter)

\$10 - \$11 an hour

Auntie Anne's Pretzels / 4400 Ashford Dunwoody Road NE, Atlanta, GA 30346

<https://tinyurl.com/23fg2arb>

Part-Time Server (Roswell)

\$14 an hour

Vickery Rose Retirement / 295 East Crossville Road, Roswell, GA 30075

<https://tinyurl.com/275q87yu>

Host PT (Sandy Springs)

\$12.00 - \$13.50 an hour

Hearth Pizza Tavern / 5992 Roswell Rd, Sandy Springs, GA 30328

<https://tinyurl.com/2782hx6c>

Dishwasher (Alpharetta)

\$14 - \$16 an hour

Suite 200 Sports Grille / 3000 Heritage Walk, Alpharetta, GA 30004

<https://tinyurl.com/253hy6jy>

Public Space Attendant (Alpharetta)

Peachtree Hotel Group / 35 Milton Avenue, Alpharetta, GA 30009

<https://tinyurl.com/2xvde6d7>



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/2a12tt9g>