
Administrative Coordinator (Sandy Springs)



375 Northridge Road, Atlanta, GA 30350

Responsibilities:

- Provide general administrative support
- Answer incoming calls and direct to appropriate party
- Greet visitors
- Responsible for administrative setup of new employees
- Maintain confidentiality of sensitive information
- Maintain office and breakroom inventory
- Process incoming and outgoing mail and express mail shipments
- Assist with securing travel arrangements and expense reporting
- Provide support including, but not limited to, filing, copying, data entry, spreadsheet maintenance and Salesforce database tasks as needed
- Plan and execute regular company events
- Coordinate food orders for employee meetings
- Coordinate and partner with HR, Marketing, IT, Accounting and Safety departments to provide local support

Qualifications:

- 3+ years recent administrative experience
- Proficient in Microsoft Office Suite - Word, Excel, Power Point, and Outlook
- 4-year degree is preferred, but not required

Apply Online at: <https://tinyurl.com/2cqyhv6n>

Source: Employer Website

Human Resources Coordinator (Roswell)



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).

Apply Online at: <https://tinyurl.com/29pp67eu>

Source: Indeed

Call Center Representative (Alpharetta)



366 North Main Street, Alpharetta, GA 30009

Our growing team is looking for a Full Time and Part Time Call Center Representatives to help schedule appointments, remind for appointments, answer questions and manage ongoing promotions.

[No qualifications specified in ad.]

Monday to Friday 8 am to 5 pm

Apply Online at: <https://tinyurl.com/2dk9mghj>

Source: Indeed

Customer Service Representative (Roswell)



1205 Old Ellis Rd, Roswell, GA 30076

These are full-time positions with a competitive hourly rate plus bonuses and commissions. While these are not sales positions, simply making our customers aware of other services and selling incoming leads can be very lucrative.

Qualifications:

- Previous Customer Service experience
- Experience with operating systems such as Real Green, Pestpac, Salesforce, etc.
- Experience with Microsoft Office Suite or G Suite

8:00 am -5:00 pm, Monday-Friday.

\$16 - \$17 an hour

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

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

Apply Online at: <https://tinyurl.com/28hzsh6m>

Source: Employer Website

Administrative Assistant PT (Brookhaven)



1441 Dresden Dr NE, Brookhaven, GA 30319

Word of Mouth Restaurants is looking for an Administrative Assistant to perform a variety of administrative tasks and support our company's management team, who oversee operations at our four Brookhaven restaurants.

Qualifications:

- Associates Degree or higher
- Customer service experience, experience in restaurants/hospitality preferred
- Proficiency and/or familiarity with the following softwares: Canva, Open Table, Toast, Triple Seat, Google Teams (sheets, docs, etc.)
- Experience or knowledge in marketing and/or social media marketing is a plus

\$20 - \$22 an hour

Apply Online at: <https://tinyurl.com/24ahwev8>

Source: Indeed

Posted 9/29/2024

Sales Coordinator (Perimeter)

Le MERIDIEN

111 Perimeter Center W, Atlanta, GA 30346

Provides clerical/secretarial and administrative support for the Sales department, including dictation, typing, computer. input, filing, tracing, answering telephones, printing reports and departmental records/logs.

Qualifications:

- High school graduate.
- Minimum 1-year administrative experience.

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

Source: Indeed

Administrative Professional (Roswell)



295 W Crossville Rd STE 200, Roswell, GA 30075

Responsibilities:

- Order office equipment and supplies as needed
- Connect with our customer base and raise brand visibility by coordinating community events
- Create and implement data entry protocols to streamline processes and increase productivity
- Strengthen existing abilities and gain new ones by participating in training opportunities
- Schedule appointments, including travel arrangements or other company engagements

Qualifications:

- At least 2+ years of experience as an executive assistant, or experience performing supportive duties
- Associate's degree preferred but not required to apply

\$15 an hour

Apply Online at: <https://tinyurl.com/26yuj56h>

Source: Indeed

Administrative Assistant (Sandy Springs)



980 Hammond Dr Suite 850, Atlanta, GA 30328

Responsibilities:

- Welcome visitors and usher them to the appropriate location.
- Assist with obtaining invoice approval and track all invoices following up to ensure timely payment.
- Answer the main telephone line.
- Monitor the main email box.
- Complete office and breakroom supply orders
- Assist with facilities requests (i.e. conference room booking, air conditioning, etc.)
- Welcome new hires and facilitate new hire package preparation.
- Assist with booking corporate travel arrangements and outings.
- Analyze and send documents to the appropriate recipient.
- Catalog electronic documents with accuracy in Encompass.
- Collaborate with all departments within the company regarding documentation submitted to those departments and timelines for completion.
- Handle customer inquiries in a timely and professional manner.
- Document all conversations with customers and staff regarding loan files in Encompass.
- Complete all company required compliance testing.

Qualifications:

- High school diploma, or equivalent.
- One to two years experience in a residential lending environment preferred.
- Must have 1 year administrative experience if no mortgage experience has been acquired.

Apply Online at: <https://tinyurl.com/2ydp5gg8>

Source: Indeed

Executive Assistant (Buckhead)

Novelis

3550 Peachtree Road NE, Atlanta, GA 30326

Responsibilities:

- Act as the point of contact among executives, employees, clients, and other external partners
- Manage information flow in a timely and accurate manner
- Manage executives' calendars and set up meetings
- Make travel and accommodation arrangements
- Track daily expenses and prepare weekly, monthly, or quarterly reports
- Format information for internal and external communication – memos, emails, presentations, reports
- Take minutes during meetings
- Screen and direct phone calls and distribute correspondence
- Plan and organize team calls, all hands, off-sites, and large meetings

Qualifications:

- Bachelor's Degree in Business or related field preferred
- 3 – 5 years of administrative experience, preferably in a Finance or Manufacturing headquarter environment

Apply Online at: <https://tinyurl.com/233ch3yd>

Source: Indeed

Human Resources Generalist (Chamblee)



3240 Northeast Expy NE, Atlanta, GA 30341

Responsibilities:

- Assist with the paperwork for smooth new-hire onboarding and exiting employee processes, coordinating with cross-functional departments to deliver an exceptional first-day experience including data entry in human resources information systems (HRIS - UKG).
- Conducts or acquires background checks, may assist with credentialing
- Manage the administration of employee benefits such as group health, flexible / health spending accounts, dental and vision, accident and disability, life insurance, 401(k) and wellness benefits for new hires, life events, open enrollment and compliance audits.
- Conduct benefits orientations and explain benefits self-enrollment system
- Assist in improving the performance management processes, including employee evaluations and development plans.
- Reviews, tracks and documents compliance with mandatory and non-mandatory employee training programs and development initiatives
- Collect and assess HR data for performance management and other tasks using metrics.

Qualifications:

- Bachelor's degree in human resources, business, accounting or related field preferred
- Minimum 2 - 3 years of successful HR experience.

Apply Online at: <https://tinyurl.com/22g6rzwf>

Source: Indeed

Executive Assistant (Brookhaven)



1575 NE Expy NE, Atlanta, GA 30329

Responsibilities:

- Maintains calendar, schedules appointments, and works with leader to manage time.
- Schedules meetings for assigned leader, including reserving meeting rooms, ordering meals, developing agendas, inviting participants, maintaining minutes, greeting guests, and checking room accommodations such as audiovisual setup and catering needs.
- Maintains payroll reports reflecting assigned staff working, sick, vacation, and other times.
- Approves expense reports as assigned by leader.
- Screens incoming phone calls and manages relationship with outside vendors and internal staff.
- May serve on special projects, committees, or act as manager or department representative.
- Prepares department and committee minutes/agenda and coordinates other meeting materials in a timely manner.
- Provides backup when other Executive Assistants are out or need assistance.
- Opens, distributes, reads/handles mail as requested or required.
- Assists leader with budget preparation/management, processes all invoices and expense reports, and reconciles all financial transactions in approved format.

Qualifications:

- 4 years of administrative experience supporting vice president-level roles
- Bachelor's degree in Business, Healthcare, or related field preferred

Apply Online at: <https://tinyurl.com/289f3z4r>

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

Administrative Assistant PT (Chamblee)



3666 North Peachtree Road, Chamblee, GA 30341

Responsibilities:

- Answer and manage incoming phone calls with professionalism and courtesy, demonstrating excellent phone etiquette.
- Greet visitors at the front desk, providing a welcoming atmosphere and assisting with inquiries.
- Maintain accurate filing systems for documents and records, ensuring easy retrieval of information.
- Utilize Office 365 or similar software for document creation, scheduling, and communication within the team.
- Provide customer support by addressing client needs and inquiries promptly.
- Assist with office management tasks, including inventory management and ordering supplies as needed.
- Support financial operations by managing invoices and basic bookkeeping tasks using QuickBooks or similar software.

Qualifications:

- Proven experience in a secretarial or administrative role is preferred.
- Proficiency in various applications (Docs, Sheets, Calendar).
- Familiarity with QuickBooks is a plus but not required.

\$18 - \$22 an hour

Apply Online at: <https://tinyurl.com/29roa6eq>

Source: Indeed

Food Service, Housekeeping, & Other Now Hiring – Week of 9/29/24

Janitorial Associate PT (Perimeter)

\$14 - \$15 an hour

Old Navy / 1161 Hammond Dr NE, Atlanta, GA 30346

<https://tinyurl.com/23jnwt28>

Housekeeping (Sandy Springs)

Hilton / 769 Hammond Drive Northeast, Atlanta, GA 30328

<https://tinyurl.com/285ttkdc>

Team Member/Party Host PT (Brookhaven)

\$11 - \$13 an hour

HippoHopp Indoor Playground / 3349 Buford Hwy NE, Brookhaven, GA 30329

<https://tinyurl.com/25r9uygs>

Warehouse Associate (Roswell)

Factory Motor Parts / 10400 Alpharetta Street, Roswell, GA 30075

<https://tinyurl.com/2d7omf4v>

Server Assistant (Dunwoody)

\$15.90 - \$17.01 an hour

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

<https://tinyurl.com/2ctn5yxe>



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>