
Contact Center Representative (Alpharetta)



2300 Lakeview Parkway, Alpharetta, GA 30009

As a Contact Center Representative, you will be the first point of contact for parents and patients, responsible for handling inbound and outbound customer inquiries and ensuring prompt and professional resolution. Your primary tasks will include responding to phone calls and emails, scheduling appointments, entering detailed notes into our patient management system, and educating patients about our services and protocols.

Qualifications:

- High school diploma required.
- 1 year of call center experience within the last 3 years (REQUIRED)
- Dental experience with Denticon is a huge PLUS!

Apply Online at: <https://tinyurl.com/yw64crx4>

Source: Indeed

HR Coordinator (Alpharetta)



1750 Founders Pkwy Ste 154 Alpharetta, GA, 30009

The HR Shared Services Coordinator is the first point of contact for incoming inquiries, issues and requests regarding benefit programs, payroll, general HR policies and program support for field HR Business Partners, Operations Business Partners, and employees.

- Process HR transactions, including but not limited to employee data changes, benefits enrollment, and payroll updates, accurately and efficiently.
- Maintain HRIS (Human Resources Information System) records and ensure data integrity and confidentiality.
- Serve as the primary point of contact for employee inquiries related to HR policies, benefits, and procedures.
- Provide guidance and assistance to employees on HR-related matters, including leave of absence, payroll, system access and other items as assigned.
- Escalate complex issues to appropriate HR business partners for resolution.
- Ensure compliance with relevant labor laws, regulations and company policies in all HR transactions and interactions.

Qualifications:

- Working understanding of human resource principles, practices and procedures
- Proficient with Microsoft Office Suite or related software

\$21 - \$23 an hour

Apply Online at: <https://tinyurl.com/22zwvff3>

Source: Indeed

Customer Service Representative (Sandy Springs)



1 Glenlake Parkway, Atlanta, GA 30328

The Client Services Representative is responsible for a high volume of customer interaction and resolving a wide variety of inquiries while ensuring excellent customer service to homeowners, board members, and residents of serviced communities.

- Answers a high volume of incoming calls from homeowners and vendors and utilizes internal systems to initiate and complete service orders and handle customer requests.
- Assists multiple Portfolio Managers with administrative tasks associated with properties in their portfolio.
- Duties include assistance with correspondence and coordinating direct mailings.
- Assists Community Managers with requests for repairs and maintenance in common areas, producing and sending violation notices, annual meeting notices, and other mailings as necessary.
- Assists Community Managers in issuing pool keys and/or gate access cards for certain properties.

Qualifications:

- Minimum 3 years of Customer Service experience in a related field preferred
- Possesses a working knowledge of MS Office products including Word and Excel
- Experience in managing and or selling real estate preferred

\$45,000 - \$48,000 a year

Apply Online at: <https://tinyurl.com/23rw8c7r>

Source: Employer Website

Administrative Assistant PT (Buckhead)



3525 Piedmont Rd Building 5 Ste 415, Atlanta, GA 30305

Responsibilities:

- Manage the CEO's calendar, appointments, and travel arrangements.
- Plan quarterly board meetings in collaboration with the CFO. Oversee logistics for board meetings by coordinating food service, ordering branded items, preparing accommodations, reserving meeting space, etc.
- Prepare and organize materials for meetings, presentations, and reports. Stay informed about CEO's ongoing projects, priorities, and commitments. Gather relevant information, prepare briefing materials, and provide regular updates to CEO to keep them informed and prepared for meetings or events.
- Coordinate travel arrangements, including booking flights, accommodations, meeting space, and ground transportation for executives. Anticipate and address any logistical issues, ensuring seamless travel experiences for ELT.
- Handle confidential information with discretion and professionalism.
- Assist in project coordination and follow-up on action items.
- Assist with internal communication as needed to include drafting and proofreading business communications on behalf of executives.
- Oversee daily office operations, including greeting visitors, supply management and vendor coordination. Order and keep supplies stocked and organized. Maintain relationships with vendors and property management. Manage work order requests with property manager.

Qualifications:

- High School Diploma or GED Required. Bachelor's degree preferred
- Minimum 1-2 years proven experience as an executive or office assistant, preferably in a fast-paced environment.
- Proficiency in MS Office Suite

\$20 - \$25 an hour

Apply Online at: <https://tinyurl.com/289tj7ok>

Source: Indeed

Receptionist PT (Roswell)



11225 Alpharetta Highway, Roswell, GA 30076

Responsibilities:

- Answer dealership group phones, greet and receive prospects and customers
- Direct customers to the correct department, notify the appropriate person that a customer is waiting, and introduce the customer to the salesperson
- Work cooperatively with the sales and other internal teams
- Communicate with callers and visitors in a professional, friendly, and efficient manner
- Type memos, correspondence, reports, and other documents

Qualifications:

- Valid driver's license and clean driving record

\$13 - \$15 an hour

Apply Online at: <https://tinyurl.com/2xknwdm6>

Source: Indeed

Senior Executive Assistant (Roswell)



1400 Holcomb Bridge Rd, Roswell, GA 30076

Responsibilities:

- Work closely and effectively with the CSCO to keep them well informed of upcoming commitments and responsibilities, following up appropriately. Act as a "barometer," having a sense for the issues taking place in the environment and keeping the CSCO updated.
- Make preparations for department, staff and other meetings including creating agendas, preparing any meeting materials/scorecards and or presentations, scheduling the conference space required, connecting meetings to the required technology, facilitating refreshments and may include managing the budget for these meetings and /or conference; Capture meeting minutes and action items during functional leadership staff and department meetings.
- Support travel scheduling, itinerary creation and any VISAs needed for domestic & international travel.
- Proactively communicates and coordinates with external agencies to ensure seamless travel logistics and positive experience for CSCO.
- Support projects on an ongoing basis such as transformation initiatives, preparing for Board of Director meetings, ELT meeting prep or helping to prepare other meeting materials

Qualifications:

- Associate's degree, or equivalent experience and 8+ years executive support experience in a corporate environment, supporting senior executive level leaders (i.e. Vice-Presidents or Officers)
- Intermediate skills in Microsoft Outlook, Word, Excel, PowerPoint, SharePoint and Visio required

Apply Online at: <https://tinyurl.com/28w4lghz>

Source: Employer Website

Office Coordinator (Alpharetta)

BlueTrust

1125 Sanctuary Parkway, Alpharetta, GA 30009

Responsibilities:

- Answers multiple-line telephone promptly and professionally and maintains up-to-date phone list for National Office.
- Greets and directs guests in a warm, welcoming manner.
- Handles newspapers, mail, package delivery, and pick up process.
- Manages booking and preparation of shared conference rooms (set-up, presentation, coffee and beverage station maintenance, meal and/or snack service, etc.).
- Coordinates office services and manages vendor relationships (copiers, postage machine, phones, building management, etc.).
- Maintains common areas (breakroom, workroom, lobby, conference rooms, etc.) for appearance and cleanliness.

Qualifications:

- Minimum of two (2) years prior experience in office coordination, customer service, or administrative support experience
- Intermediate Microsoft Office (Word, Power Point, Excel, Outlook) skills
- Bachelor's degree in hospitality, Management, Business, Finance, Accounting or a related field, and prior experience in an office support role in a financial, investment, banking or accounting company, is preferred.

Apply Online at: <https://tinyurl.com/27ldr6cu>

Source: Employer Website

Administrative Assistant / Scheduler (Roswell)



770 Old Roswell Place, Suite B500, Roswell, GA 30076

Responsibilities:

- Provide administrative support to ensure efficient operation of the office
- Answer and direct phone calls in a polite and professional manner
- Assist in resolving any administrative problems
- Prepare and modify documents including correspondence, reports, drafts, memos, and email
- Schedule and coordinate installs
- Organize and maintain filing systems, both electronic and physical
- Coordinate events, including meetings, conferences, and installs
- Perform data entry tasks such as order entry and updating customer information

Qualifications:

- Proficient in using Microsoft Office Suite (Word, Excel, PowerPoint)
- Experience in event planning is a plus

\$30,000 a year

Apply Online at: <https://tinyurl.com/22c95voy>

Source: Indeed

LifeSpa Coordinator (Alpharetta)



855 North Point Pkwy, Alpharetta, GA 30005

Responsibilities:

- Answers incoming internal calls to greet, schedule appointments, and service members in a friendly and professional manner
- Converts LifeSpa questions into appointments
- Explains all Life Spa products, services, and treatments to guests and assists them with determining their individual needs
- Suggests upgrades or add-ons to products and services
- Completes outgoing confirmation calls, Beautiful Beginning calls, and myLT Bucks calls to schedule appointments

Qualifications:

- High School Diploma or GED
- 1 year of customer service experience
- Knowledge of computer software such as Microsoft Office, Excel, PowerPoint and Outlook

Apply Online at: <https://tinyurl.com/2cfgfvz9>

Source: Employer Website

Front Desk Receptionist PT (Alpharetta)

Tang Acupuncture

401 South Main Street, Alpharetta, GA 30009

Responsibilities:

- Answer and direct phone calls
- Schedule appointments and take payments
- Check insurance coverage
- Keep office clean and neat

Qualifications:

- High school diploma or relevant work experience

\$15 - \$18 an hour

Apply Online at: <https://tinyurl.com/25v76qlk>

Source: Indeed

Receptionist (Alpharetta)



2500 Northwinds Parkway, Alpharetta, GA 30009

Responsibilities:

- Greets clients, visitors, and guests; determines the purpose of each person's visit and directs or escorts him or her to the appropriate location.
- Answers, screens, and directs phone calls to staff; takes messages and schedules appointments.
- Receives mail, documents, packages, and courier deliveries and delivers or distributes items.
- Performs basic filing and recordkeeping.
- Performs administrative and clerical support tasks.
- Retrieves information as requested from records, email, minutes, and other related documents; prepares written summaries of data when needed.
- Responds to and resolves administrative inquiries and questions.
- Maintains office supplies and coordinates maintenance of office equipment.

Qualifications:

- Proficient with Microsoft Office Suite or related software.

Apply Online at: <https://tinyurl.com/23s7la4b>

Source: Indeed

Customer Service Specialist



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.
- Enter and maintain data records with accuracy, including updating, verifying, and correcting information in computer systems or logs.
- Collaborate efficiently with coworkers, other departments, and external agencies to ensure consistent delivery of customer service.
- Assist in composing general correspondence/letters to customers and/or coworkers.

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; or any equivalent combination of education, training, and experience

\$20.27 To \$26.35 Hourly

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

Source: Employer Website

Health Information Specialist I (Alpharetta)

datavant

925 North Point Pkwy Ste 350, Alpharetta, GA 30005

Processing medical record requests by taking calls from patients, insurance companies and attorneys to provide medical status.

- Receive and process requests for patient health information in accordance with Company and Facility policies and procedures.
- Maintain confidentiality and security with all privileged information.
- Maintain working knowledge of Company and facility software.
- Adhere to the Company's and Customer facilities Code of Conduct and policies.
- Inform manager of work, site difficulties, and/or fluctuating volumes.
- Assist with additional work duties or responsibilities as evident or required.

Qualifications:

- High School Diploma or GED.
- Proficient in Microsoft Office (including Word and Excel)
- Strong data entry skills
- Experience in a healthcare environment preferred

Monday-Friday 8:00AM-4:30 PM

Apply Online at: <https://tinyurl.com/22zoblx8>

Source: Employer Website

Showroom Receptionist (Sandy Springs)



7640 Roswell Road, Atlanta, GA 30350

Responsibilities:

- Warmly greet and welcome clients and other guests to the dealership. Do not leave the reception desk unattended.
- Manage the waiting area and showroom amenities.
- Actively listen to our clients and their needs and interpret body language in order to exceed client's expectations, solve problems, and de-escalate issues.
- Be an organized and productive multi-tasker. Maintain customer contact notes in our CRM system and manage our "up-list".
- Proactively communicate potential issues with customers, management and other departments in order to provide the best possible customer experience.

Qualifications:

- High school diploma or the equivalent.
- Previous experience in a similar role with similar responsibilities is required.

Full-Time hours. Shifts vary.

Apply Online at: <https://tinyurl.com/yw26qcv8>

Source: Indeed

Guest Service Agent (Buckhead)



3342 Peachtree Road, NE, Atlanta, GA 30326

Responsibilities:

- Welcome, check-in, and orient arriving guests to the hotel.
- Checking out guests and processing payments on-account.
- Handle telephone reservations for Rooms, Restaurant, and Spa.
- Respond to guest inquiries in-person, email, and telephone in a timely, friendly and efficient manner.
- Provide driving and/or walking directions to guests to local destinations.
- Ensure a high level of product knowledge of the hotel, including, but not limited to, directions, hours of outlet operation, hotel services, hotel events and local and community events and attractions.

Qualifications:

- Basic computer and typing skills
- Experience in a luxury hotel (preferred)
- Experience in a Front Desk position (preferred)

Apply Online at: <https://tinyurl.com/ynfcfp2>

Source: Indeed

HR Shared Services Specialist (Sandy Springs)



1001 Perimeter Summit Pkwy, Atlanta, GA 30319

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. Maintains confidentiality of all HR related information.

Qualifications:

- High School Diploma or equivalent (GED).
- Two (2) years of Human Resources OR customer service related experience.
- Strong personal computer skills, including spreadsheet and database usage, Excel and Microsoft Word. Must be technology savvy and highly organized.

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/ypdb3ftl>

Source: Employer Website

HR Operations Representative (Alpharetta)



1110 Sanctuary Pkwy, Alpharetta, GA 30009

As a first-level HR Support Specialist, you will handle telephonic and electronic inquiries from McKesson employees, managers, former employees, dependents, and external agencies. Your role involves providing direct resolutions or appropriately routing inquiries to relevant Operations or Shared Service departments.

Qualifications:

- Associates degree or equivalent experience required (Bachelor's degree preferred) in human resources, business administration, organizational development, or related equivalent experience.
- Minimum two (2) years of human resources or customer service/call center experience.

\$20.91 - \$34.85 an hour

Apply Online at: <https://tinyurl.com/ysheqy2t>

Source: Employer Website

Administrative Associate (Buckhead)

MAYORS

FINE JEWELRY & TIMEPIECES

3393 Peachtree Road NE, Atlanta, GA 30326

Responsibilities:

- Assist clients with their purchase, repair, or service concern in a friendly and professional manner.
- Assist sales professional and management team with their concerns and special request.
- Answer phones in a polite, friendly manner and assist clients with their request.
- Take bank deposits to banking facility.
- Process sales transactions and ensure they are handled according to Company policies.
- Perform Opening and closing procedures.
- Prepare all transfer requests correctly, from shipping/receiving merchandise and keeping all incoming and outgoing transfer packing slips in corresponding files.
- Assist and cooperate with corporate office on special requests, such as: drop shipments, RTV's, reconciling of store inventory, etc.
- Process and distribute repairs, accordingly, prepare factory repairs via US Mail, assist clients with all repair service questions.
- Ensure store has all necessary supplies and materials.
- Ensure merchandise that client has purchased is properly packaged in corresponding box, cleaned, price tags removed, gift wrapped if requested.
- Assist Sales floor with typing/requesting Retail Replacement Cost Certificates.
- Prepare all packages for mailing and shipping.

Qualifications:

- High School Diploma
- 1-3 years of administrative experience
- Computer literate (MS Office)

Apply Online at: <https://tinyurl.com/yur3hj7e>

Source: Employer Website

Food Service, Housekeeping, & Other Now Hiring – Week of 10/6/24

House Person (Dunwoody)

From \$15 an hour

Home 2 Suites / 6110 Peachtree Dunwoody Road, Atlanta, GA 30328

<https://tinyurl.com/2539v718>

Dishwasher (Alpharetta)

\$13 an hour

Alpine Bakery & Pizzeria / 12315 Crabapple Road, Alpharetta, GA 30004

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

Overnight Bellperson / Doorperson / Valet Attendant (Buckhead)

Waldorf Astoria / 3342 Peachtree Road, NE, Atlanta, GA 30326

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

Retail Stock (Alpharetta)

Nordstrom Rack / 6200 N. Point Parkway, Alpharetta, GA 30022

<https://tinyurl.com/2atqem5a>

Porter (Chamblee)

TRG Management / Manor Chamblee | 5180 Peachtree Blvd, Chamblee, GA 30341

<https://tinyurl.com/25q6dtne>

Restaurant Team Member PT (Perimeter)

\$14.00 - \$15.40 an hour

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

<https://tinyurl.com/2543kq3n>

Janitorial PT (Sandy Springs)

\$11 - \$12 an hour

LA Fitness / 6690 Roswell Road, Atlanta, GA 30328

<https://tinyurl.com/24og27dz>

Food Service, Housekeeping, & Other Now Hiring – Week of 10/6/24

Server (Dunwoody)

\$16 - \$17 an hour

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

<https://tinyurl.com/2y69djs8>

Building Custodian (Sandy Springs)

North Springs High / 7447 Roswell Rd, Sandy Springs, GA 30328

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

Valet Attendant (Sandy Springs)

\$12 an hour

12 Oaks Parking / Saint Joseph's Hospital 5665 Peachtree Dunwoody Rd, Atlanta, GA 30342

<https://tinyurl.com/ynrra8rr>

Laundry Attendant PT (Roswell)

\$15.50 - \$16.00 an hour

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

<https://tinyurl.com/ypqxwl58>

GA General Election 2024: What to Know About Early, Absentee Voting

See information on how to vote in Georgia's 2024 general election, which will determine the next U.S. president and U.S. House members.

[Amanda Lumpkin](#), Patch Staff

Posted Fri, Oct 4, 2024 at 12:03 pm ET



GEORGIA – Early voting in the general election may be three weeks away, but absentee ballot requests are now being accepted until Oct. 25.

In the election, Georgia voters will decide the next president among other key roles.

[Early voters](#) can cast ballots Monday-Friday and on the second and third Saturdays before Election Day, which is set for Nov. 5. In-person early voting starts Oct. 15.

Some polling places will also be open on the second and third Sundays, but election officials say voters should verify specific dates and polling hours with their early voting precincts.

Mandatory Saturday voting will be held on Oct. 19 and Oct. 26, while optional Sunday voting dates are Oct. 20 and Oct. 27.

Generally, polling places are open from 9 a.m.-5 p.m. during the week and from 9 a.m.-4 p.m. on Saturdays during early voting.

Early voting ends Nov. 1. The last day to register to vote in Georgia is Oct. 7, and the final day for registration in a possible December federal runoff is Nov. 4. A potential federal runoff will be held on Dec. 3.

Absentee ballots are mailed to voters and need to be returned to the designated county election office before polls close on Election Day to be counted.

Voters have several options to [request absentee ballots](#) and for returning the completed ballots, including hand-delivery or drop-off.

On Election Day, polling places will be open from 7 a.m.-7 p.m. According to the Secretary of State's office, as long as people are in line by 7 p.m., they will be allowed to vote.

Voters should go to the [My Voter Page](#) to determine their eligibility to vote and to locate their polling place and early voting location. Voters can also confirm their current addresses and view sample ballots.

Georgia's law requires photo ID while voting – either in-person or absentee.

The following identifications are accepted for voting, according to the Secretary of State's office:

- Any valid state or federal government-issued photo ID, including a free ID issued by your county registrar's office or the Georgia Department of Driver Services
- A Georgia driver's license, even if expired
- Student ID from a Georgia public college or university
- Valid employee photo ID from any branch, department, agency, or entity of the U.S. Government, Georgia, or any county, municipality, board, authority or other entity of this state
- Valid U.S. passport ID
- Valid U.S. military photo ID containing a photograph of the voter
- Valid tribal photo ID containing a photograph of the voter

Source: Patch.com <https://tinyurl.com/27eakr6w>