
Front Desk Receptionist (Alpharetta)



11539 Park Woods Circle, Alpharetta, GA 30005

This job includes, but is not limited to, answering phones, confirmations, greeting patients, checking patients out, entering patient visits into system and helping with therapies.

Qualifications:

- Customer Service: 1 year (Preferred)
- Computer Skills: 1 year (Preferred)

DAYS/HOURS (under 35 hours/week): Monday and Wednesday 9:30 a.m. - 7:30p.m.,
Tuesdays 9:30 a.m. - 3:30 p.m. & Fridays 8:30 a.m. - 3:00 p.m.

\$16 - \$18 an hour

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

Source: Indeed

Front Desk Admin (Alpharetta)

Priority Technology Holdings, Inc.

2001 Westside Parkway, Alpharetta, GA 30004

Responsibilities:

- Check in/out visitors, create temp badges and assist with badge activation for employees/vendors who require access. Ensure visitors are properly escorted through the building. Maintain the visitor log for auditing purposes and submit as requested.
- Answer phones, transfer to appropriate departments and take messages.
- Update employee phone roster.
- Pick up mail from the post office and back mailroom daily. Sort and notify departments for distribution. Scan mail to those departments who are not local.
- Meter outgoing mail daily and drop off at post office. Refill meter when funds are low.
- Create labels and prepare outgoing FedEx and UPS shipments. Schedule pick up if needed or take FedEx packages to the nearest location when necessary. Track shipments and post labels in Jira tickets when necessary. Manage FedEx accounts for each department and troubleshoot issues.
- Log all incoming shipments and require signature for employees receiving packages.
- Sort and log all incoming checks for the Accounting department to sign for and pick up.
- Place breakfast and/or lunch catering orders. Pick up orders when needed. Assist with the setting up and breaking down of breakfast and/or lunch meetings.

Qualifications:

- High school diploma or equivalent.
- 1-3 years experience working in a similar role.

\$21 - \$23 an hour

Apply Online at: <https://tinyurl.com/27sdhdt9>

Source: Indeed

Executive Assistant II (Sandy Springs)



Cox Automotive

6305 Peachtree Dunwoody Road, Atlanta, GA 30328

Responsibilities:

- Responsible for supporting leadership, the overall business and the daily management of the Enterprise Technology team.
- Organize and manage calendar and time management for meetings and events including scheduling resources such as people, securing, managing and preparing meeting space, equipment and technology support, travel, catering, transportation, and set up.
- Participate in leadership team meetings to prepare and balance agenda; take notes and disseminate outcomes; project manage outcomes and prompt additional work required.
- Partner closely with the IT support team for any technology needs for executives, including proactive testing and set-up of technology for key meetings.

Qualifications:

- HS Diploma/ GED equivalent is required; Bachelor's Degree and/or relevant certifications is preferred.
- Minimum 4 years of executive-level administrative or comparable experience supporting leaders with global responsibility.
- Prior experience as an executive assistant is strongly preferred

\$28.08 - \$42.12 an hour

Apply Online at: <https://tinyurl.com/2xn5xgeq>

Source: Employer Website

Personal Assistant – Contract (Alpharetta)



The LY Studio

11050 Crabapple Road, Roswell, GA 30075

Responsibilities:

- Manage the executive's calendar and schedule appointments
- Coordinate travel arrangements and accommodations
- Handle incoming calls and emails with professionalism
- Assist in proofreading documents and correspondence
- Transcribe meeting notes and maintain records
- Organize and oversee events and meetings
- Support project coordination and follow-up on action items
- Perform general office tasks as needed

Qualifications:

- Proven experience as a Personal Assistant or similar role
- Proficient in Microsoft Office Suite, particularly Outlook Calendar
- Experience in event planning is a plus

\$15 - \$17 an hour

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

Source: Indeed

Client Experience Rep (Alpharetta)



12380 Morris Road, Alpharetta, GA 30005

As a Customer Service Representative, your primary responsibility is to perform data entry tasks to update automated records and ensure the accuracy of work. You will be responsible for batching documents, keying data from source documents, and verifying the correctness of entries in a timely and efficient manner.

- Batch documents and organize them for data entry processing.
- Enter data from source documents into automated systems accurately and efficiently.
- Prioritize work tasks based on processing schedules and client expectations, ensuring timely completion.
- Perform verification tasks as required, checking for accuracy and identifying errors.
- Make corrective entries as indicated by verification results or other warnings.
- Troubleshoot data problems as needed, escalating issues to supervisors when necessary.
- Operate peripheral equipment as part of the data entry process.
- Assist in the development of production formats and keying procedures, contributing to process improvement efforts.

Qualifications:

- High school diploma or equivalent.
- Experience with data entry is desirable.

\$16 - \$18 an hour

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

Source: Indeed

Administrative Assistant (Alpharetta)



3700 Mansell Road, Alpharetta, GA 30022

Responsibilities:

- Handling office tasks, such as filing, generating reports and presentations, setting up for meetings, and reordering supplies.
- Providing real-time scheduling support by booking virtual and in-person appointments and preventing conflicts.
- Prepare communications such as memos, emails, invoices, reports, and other correspondence.
- Screening phone calls and routing callers to the appropriate party.

Qualifications:

- Associates degree, required.
- Bachelor's degree, preferred.
- 1-2 years of experience in administrative support.
- Proficient in basic computer programs, such as Microsoft Office Suite (Word, Excel, Outlook, and Access).

Apply Online at: <https://tinyurl.com/2d6fwmxs>

Source: Indeed

Front Desk Agent PT (Alpharetta)



2925 Jordan Court, Alpharetta, GA 30004

Responsibilities:

- Greet customers immediately with a friendly and sincere welcome. Use a positive and clear speaking voice, listen to and understand requests, respond with appropriate action and provide accurate information such as outlet hours and local attractions.
- Complete the registration process by inputting and retrieving information from a computer system, confirming pertinent information including number of guests and room rate. Promote HEI Hotels and Resorts and brand marketing programs. Make appropriate selection of rooms based on guest needs. Code electronic keys. Non-verbally confirm the room number and rate. Provide welcome folders containing room keys, certificates, coupons and refreshment center keys as appropriate.
- Verify and imprint credit cards for authorization using electronic acceptance methods. Handle cash, make change and balance an assigned house bank. Accept and record vouchers, traveler's checks, and other forms of payment. Convert foreign currency at current posted rates. Post charges to guest rooms and house accounts using the computer.
- Promptly answer the telephone using positive and clear communication. Input messages into the computer. Retrieve messages and communicate the content to the guest. Retrieve mail, small packages and facsimiles for customers as requested.

Qualifications:

- High school diploma or equivalent required, and college degree preferred.
- Hotel experience preferred.

\$16 an hour

Apply Online at: <https://tinyurl.com/2yln4pbv>

Source: Indeed

Automotive Cashier (Roswell)



11446 Alpharetta Hwy, Roswell, GA 30076

Qualifications:

- Cashier Experience is a plus but not required.
- Computer, Communication, and Customer Service skills are required.

From \$15 an hour

Apply Online at: <https://tinyurl.com/2bz9csoe>

Source: Indeed

Posted 10/13/2024

Office Manager (Alpharetta)



2001 Westside Pkwy Suite 250, Alpharetta, GA 30004

You will be responsible for keeping everything running smoothly in the center. You will create the appointment schedules for each day. You will sign clients in and out at the front desk. You will do performance reviews every 6 months for staff members.

- Work at the front desk Monday - Friday 7:45am-5:00pm
- Receptionist duties (answer phones, send/receive faxes, respond to emails, client check in/out)
- Client Intake Procedures (give tours, review admissions forms, schedule assessments)
- Insurance Correspondence (benefit verification, preauth requests)
- Purchasing duties (Stock office supplies)
- Scheduling (Create client/staff daily schedules, track cancellations)
- Cleaning Duties (keep lobby and conference room clean and orderly)
- Plan Monthly Client Field Trips (accept permissions slips, arrange transportation)
- Staff Onboarding (prepare locker/uniforms, review employee handbook with them)

[No qualifications specified in ad.]

All managers get two weeks of initial training from our corporate office - for this, you may have to travel to Houston for 1 week.

\$40,000 - \$55,000 a year

Apply Online at: <https://tinyurl.com/2c6blv5u>

Source: Indeed

Human Resources Generalist (Buckhead)



3550 Lenox Road NE, Atlanta, GA 30326

Responsibilities:

- Supports the onboarding process as hiring decisions are made and moves applicants into the background check process; ensures all relevant application materials are complete for offer letter process and approval.
- Providing Workers' Comp and State Unemployment Insurance Claim Support and contesting claims
- Serves as HRIS expert, keeping up-to-date with information regarding system capabilities, integrations and upgrades.
- Ensures all employees are properly documented and new hire data is complete and has integrity within the HRIS.
- Troubleshoots HRIS issues including employee account access and information discrepancies.
- Manages employment process by handling position set-up in HRIS for all employees.
- Maintains and initiates positions in HRIS including job, department, manager, compensation, pay policy, punch profile and labor codes/allocations.
- Ensures employee files and documents are complete and kept or destroyed based on federal, state and local laws with regards to records retention).

Qualifications:

- Bachelor's degree or certificate in related field of study required. Professional certification preferred, but not required (PHR, SPHR, SHRM-CP or SHRM-SCP).
- Minimum of 5 years of related work experience in Human Resources functions.

Apply Online at: <https://tinyurl.com/2c6ygd22>

Source: Indeed

Event Coordinator (Roswell)



Horseshoe Bend Country Club

2100 Steeplechase Lane, Roswell, GA 30076

The Event Coordinator is responsible for assisting the Director of Sales and the Event Manager in the sales process, and execution of club functions and catered events including meetings, banquets, and outings.

- Perform general office duties to support the Sales and Banquet team (e.g., filing sending emails, typing, faxing, and copying).
- Prepare sales-related documents throughout the sales process (e.g., proposals, contracts, or banquet event orders).
- Follow up on banquet and event inquiries.
- Assist with event coordinating and outlining all event details to the staff, assist with pre-event details such as place cards, menus, and centerpieces, and assist with promoting and marketing club functions.
- Plan, promote, and generate enthusiasm and interest for the Club's golf and social programs; coordinate the efforts of the Club's professional staff and members.
- Oversee coordination of 20-person or less-catered meetings and events.
- Assist in overseeing cleaning and maintenance of meeting space and corresponding heart of the house areas.
- Assist in overseeing furniture and equipment maintenance and that inventory levels are kept per guidelines.

Qualifications:

- High School diploma required, four-year college degree preferred.
- One to three years of customer service in a similar setting is preferred.

Apply Online at: <https://tinyurl.com/268gy6ql>

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)
- Proficiency in answering phones, faxing, filing, and basic computer skills

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

Apply Online at: <https://tinyurl.com/24o5shqc>

Source: Indeed

Receptionist PT (Alpharetta)

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555 Wills Rd, Alpharetta, GA 30009

Responsibilities:

- Greet and welcome all visitors and guests upon their entrance into the community and when calling by phone.
- Deliver professional and courteous communications to families regarding community events, resident supply needs, care plan meetings and other communications as requested.
- Oversee all aspects of general office coordination including copying, faxing, mailing, and filing.
- Open, sort, and distribute incoming correspondence including mail and faxes.
- Sign for and distribute UPS/FedEx or similarly delivered packages.
- Manage the office supplies, uniforms, name badges, and postage accounts.
- Assist Business Office Manager in maintaining employee and resident files.

Qualifications:

- Proficient with internet usage, Microsoft word and excel

Various schedules, including weekends, as needed

\$15 an hour

Apply Online at: <https://tinyurl.com/26g6ltx6>

Source: Indeed

Executive Assistant II (Sandy Springs)



1100 Abernathy Rd # 1700, Atlanta, GA 30328

Responsibilities:

- Represents the Executives and acts responsibly within pre-agreed limits, fully understanding the potential impact of the actions taken. Empowered to execute decisions, often acting as the liaison between the Executives with other internal and external parties.
- Researches, analyzes and interprets data from various sources. Prepares complex reports, as needed, including advanced graphics, charts and spreadsheets. May collect, edit and compile reports for Executive presentations.
- May participate in key Executive meetings and manage the documentation and follow-up process for all deliverables.
- Operates with a large degree of autonomy and independently completes high quality work to meet established goals with little supervision.
- Keeps the Executive informed, as needed and escalates issues or matters requiring immediate attention. Remains informed and up-to-date on factors affecting the Executive's area of responsibility, including client and industry knowledge or issues facing the Executive and the organization.
- Arranges complex and detailed international and domestic travel plans and itineraries.

Qualifications:

- High School Diploma or equivalent.
- 3+ years' experience in business or executive personal assistance.
- Bachelor's degree in Business Management or related field preferred

Apply Online at: <https://tinyurl.com/22ep9und>

Source: Employer Website

Administrative Assistant - Public Works



3210 Cumberland Drive, Chamblee, GA 30341

Responsibilities:

- Responsible for assisting citizens with issues and questions regarding Public Works services, including regular sanitation routes, special pickups, grounds and greenspace, transportation, stormwater, etc.
- Works with supervisors to determine scope of issues with citizens
- Acts as Point of Contact for citizen calls,
- Schedules and coordinates meetings, sets up meeting space, and takes meeting minutes and distributes them to participants.
- Monitors Public Works budget and codes invoices to correct cost center. Manages and reviews invoices ensuring proper payment; enters requisitions.
- Invoices commercial businesses annually.
- Invoices residents for Special Pickups.
- Prepares weekly and monthly reports.
- Updates the annual DeKalb County Tax Assessment for Sanitation and Stormwater Utilities, ensuring that all data is accurate.
- Processes and monitors incoming payments

Qualifications:

- High school diploma or equivalent required; Associate degree in business studies or related field preferred

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

Source: Indeed

Amazon Hiring 12K Workers in GA: Here's What to Know

Pay for these seasonal jobs starts at \$18 per hour, according to the company.

[Amanda Lumpkin and Kristina Houck](#), Patch Staff

Posted Fri, Oct 11, 2024 at 10:56 am ET

SAN DIEGO, CA — Amazon is hiring 12,000 workers across Georgia as the holiday shopping season approaches, the company announced.

The jobs include full-time, part-time and seasonal positions.

"Seasonal Amazon jobs offer competitive pay, flexible schedules, and the opportunity to be part of the bustling retail industry during its busiest time of year," the company said in a news release. "Many of these seasonal roles also come with the potential to transition into regular, full-time employment after the holidays."

Pay for these seasonal jobs starts at \$18 per hour, according to the company. Seasonal employees also have access to comprehensive benefits like health care coverage as soon as they begin working.

Another benefit of working for Amazon is Career Choice. The program pre-pays the tuition costs for workers earning college degrees or certificates, the company said.

"Seasonal employees who stay at the company can see an average pay increase of 15% over their first three years with Amazon," the company said.

To apply, visit [Amazon](#) or text NEWJOB to 31432 to sign up for Amazon job alerts.

Food Service, Housekeeping, & Other Now Hiring – Week of 10/13/24

Laundry Attendant (Perimeter)

\$11 - \$13 an hour

Heyday / 123 Perimeter Center W #300, Dunwoody, GA 30346

<https://tinyurl.com/29b22dwf>

Spa Attendant (Brookhaven)

From \$12 an hour

Massage Heights / 305 Brookhaven Ave NE, Brookhaven, GA 30319

<https://tinyurl.com/2y7epx9s>

Bell Person (Perimeter)

Up to \$15 an hour

Le Meridien / 111 Perimeter Center W, Atlanta, GA 30346

<https://tinyurl.com/22s9sg4t>

Service Valet (Roswell)

Regal Nissan / 1090 Holcomb Bridge Rd, Roswell, GA 30076

<https://tinyurl.com/2cdz9kyb>

Stock Associate PT (Alpharetta)

J.Crew / 3170 Avalon Blvd, Alpharetta, GA 30009

<https://tinyurl.com/2b437xut>

Cashier (Roswell)

\$10 - \$12 an hour

The Freakin Incan / 4674 Sandy Plains Rd, Roswell, GA 30075

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

Dishwasher (Sandy Springs)

\$12 - \$18 an hour

North River Tavern / 8879 Roswell Road, Atlanta, GA 30350

<https://tinyurl.com/2733asq7>

Food Service, Housekeeping, & Other Now Hiring – Week of 10/13/24

Dining Server (Alpharetta)

\$14 - \$16 an hour

Village Park / 12300 Morris Road, Alpharetta, GA 30005

<https://tinyurl.com/262g29vz>

Service Valet (Sandy Springs)

\$14 - \$16 an hour

Classic Cadillac/Subaru of Atlanta / 7700 Roswell Road, Atlanta, GA 30350

<https://tinyurl.com/24fko7rj>

Movers/Helpers (Roswell)

\$13 - \$17 an hour

All My Sons Moving & Storage / 1200 Northmeadow Pkwy #100, Roswell, GA 30076

<https://tinyurl.com/2yan656y>