
Receptionist / Administrative Assistant (Brookhaven)



2573 Apple Valley Rd NE, Brookhaven, GA 30319

Candidate must be comfortable answering and directing phone calls to/from clients, vendors, and professionals, including attorneys and legal support staff. The ideal candidate will be proactive and willing to not only answer/direct the majority of the Firms phone calls, but also engage in various administrative tasks.

Qualifications:

- Bachelors degree
- Proficient in Microsoft Office software, including Outlook, Word, and Excel
- Knowledge of Adobe (or similar) software and ability to create, edit, modify, redact, and protect pdf files

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

Source: Indeed

HR Admin Specialist 1 (Sandy Springs)



1000 Johnson Ferry Rd NE, Atlanta, GA 30342

Responsibilities:

- Greets persons entering Human Resources.
- Promptly answers the 2-line phone system.
- Provides information that is helpful and in line with the Department and the Organization.
- Directs persons to correct destination.
- Performs various Administrative/Clerical duties, such as:
- Handles and sorts mail including responding and resolving email requests.
- Manages Retention log for department files.
- Prep new hire, department files and change of status including other documents for scanning.
- Creates and updates ID replacement badges for employees.

Qualifications:

- One (1) year clerical/secretarial/customer service experience.
- Typing requirements vary by department, see requisition for requirements.
- Level of proficiency in MS Office (Word, Excel and Outlook) varies by department, see requisition for requirements.

Preferred:

- Post high school education.
- Prior health care experience.

Apply Online at: <https://tinyurl.com/2bpg9ymw>

Source: Employer Website

Office Manager (Sandy Springs)



980 Hammond Drive, Atlanta, GA 30328

Responsibilities:

- Assist in the day-to-day operations of the Family Office, developing and maintaining efficient office systems and processes.
- Coordinate internal meetings, prepare agendas, and manage follow-ups.
- Build and maintain relationships with external vendors and service providers, assisting in negotiating contracts and managing service agreements.
- Ensure timely communication and follow-up with vendors regarding projects and deliverables.
- Support the recruitment process by posting job listings, screening resumes, and coordinating interviews.
- Assist in the development and execution of marketing strategies for various business units, managing social media accounts to create engaging content.
- Support event planning and execution for marketing initiatives and company functions.

Qualifications:

- Bachelor's degree in Business Administration, Management, Hospitality or a related field preferred.
- 2+ years of experience in office management, administration, or a related role.
- Proficient in Microsoft Office Suite and familiar with project management and marketing tools.

Apply Online at: <https://tinyurl.com/294mq4kv>

Source: Indeed

Data Entry Clerk PT (Sandy Springs)



5565 Glenridge Con Suite 900, Atlanta, GA 30342

The Data Entry Clerk is responsible for entering customer and account data from source documents, reviewing data for deficiencies or error, making corrections, meeting specified deadlines and verifying the accuracy of work completed.

Qualifications:

- High school diploma or equivalent required
- At least six months of experience in an administrative or clerical role preferred

Apply Online at: <https://tinyurl.com/296tob6v>

Source: Employer Website

Front Desk Receptionist / Concierge (Roswell)



1070 Hardscrabble Road, Roswell, GA 30075

Responsibilities:

- Answer a multi-line telephone.
- Greet all families, residents, and guests with a smile.
- Make sure all outside vendors, families, and residents check in and out.
- Direct / answer resident and vendor questions or inquiries to the appropriate person.
- Schedule transportation.
- Support management and their request with tasks and/or projects.
- Order office supplies.
- Complete work order requests.
- Enter all data entries as assigned.

Qualifications:

- High School Diploma or equivalent.
- Previous front desk, customer service, or administrative experience is preferred.
- Knowledge of various computer systems, including Word, Excel, and Outlook.

\$15.50 - \$17.00 an hour

Apply Online at: <https://tinyurl.com/27hdjbb6>

Source: Indeed

HR Generalist (Alpharetta)



5405 Windward Pkwy #100W, Alpharetta, GA 30004

Responsibilities:

- Manage all tasks relative to the full cycle of employment for all employees. Facilitate the onboarding process for new hires, including preparing new hire paperwork, conducting and/or coordinating orientations. Handle administrative tasks related to employee separations, including exit interviews and offboarding procedures.
- Be the first point-of-contact for HR-related inquiries and requests and direct employees to the appropriate source.
- Support the #APerformance management process and conduct orientations.
- Manage, organize, and maintain HR databases, documentation, and files, ensuring accuracy and confidentiality.
- Track HR metrics and assist with the generation of regular reports on key areas, including but not limited to turnover, time-to-fill, training participation, absenteeism, and diversity.
- Assist with the development and maintenance of dashboards and visualizations to present HR metrics and analytics.
- Support the development and implementation of initiatives to enhance employee engagement and retention. This could include organizing social events, recognition programs, or wellness initiatives.

Qualifications:

- Bachelor's degree in Human Resources, Business Administration, or related field
- Minimum of five (5) years' experience

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

Source: Employer Website

Front Desk Coordinator PT (Alpharetta)



1245 Alpharetta Street, Roswell, GA 30075

The Front desk coordinator job is a unique, low-stress job that assists in servicing upscale health and wellness clients.

[No qualifications specified in ad.]

From \$12.50 an hour

Apply Online at: <https://tinyurl.com/2yt8cygh>

Source: Indeed

Posted 10/20/2024

Office Administrator (Sandy Springs)



Albion General Contractors, Inc.

8601 Dunwoody Pl 300 #330, Sandy Springs, GA 30350

Responsibilities:

- Providing administrative support to the company broadly.
- Working with Finance to complete data entry, track invoices and track expenses.
- Monitoring office supplies and ordering new materials.
- Coordinating meetings, events, and office logistics.
- Assisting teams with vendor certification, budget tracking and other ad hoc projects.
- Office vendor and partnership management - building relationships with vendor (i.e., cleaning, printing, IT, pest control, waste management, copy machine, etc) partners and other third parties to ensure smooth running of services and resolution to any issue.
- Assisting with travel bookings and reservations.
- Assists in onboarding of employees.
- Responsible for the production and the gathering of construction project related information and then track, file, and distribute this information to all relevant parties.
- Document control: receive, enter, file, track, and distribute all construction invoice documents.

Qualifications:

- 2+ years of experience in an administrative, coordinator, support, or other role. with a commercial general contractor (preferred).
- Prefer a two or four-year degree, in lieu of a degree, work experience will be considered.
- Strong proficiency with Microsoft Office Suite, especially Excel.

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

Source: Indeed

Concierge (Sandy Springs)



5775 Glenridge Drive, Sandy Springs, GA 30328

Responsibilities:

- Serve as the point of contact for security and parking offices, athletic center, building management, vendors, and cleaning services
- Request, distribute, and replace building and parking access cards and validation tickets
- Assist with coordination and execution of office meetings, catered meals, and events as needed
- Help visitors, guests, vendors, and investors check in to the office and make them feel right at home
- Manage the reception area to ensure effective telephone and mail communications both internally and externally to maintain a professional image
- Assist as needed with maintenance and alteration of office areas and equipment – as well as layout, arrangement, and housekeeping of office facilities
- Purchase, stock, and maintain all office supplies
- Perform opening and closing duties each day to ensure a successful work day for all associates

Qualifications:

- Stellar 3+ years of experience in a customer service role
- High school diploma or equivalent education
- Working knowledge of mail processes such as a postage machine, FedEx, and UPS
- Proficient with Microsoft Office Suite

Apply Online at: <https://tinyurl.com/2ywpj5x2>

Source: Employer Website

Front Desk Receptionist (Roswell)



540 E Crossville Rd Ste 200, Roswell, GA 30075

Responsibilities:

- Answering phones, checking in/out patients, and scheduling patients.
- Insurance verification, collecting payments, posting payments, and treatment presentations.
- Must be willing to learn other front and back office duties.

Qualifications:

- Ability to operate effectively using Microsoft Office Suites or similar. (Word, Excel, Outlook)
- Experience with Dentrix or Open Dental Software preferred.

Hours are 8am-4:30pm Monday thru Thursday and 9am-1pm on Fridays as needed.

\$18 - \$23 an hour

Apply Online at: <https://tinyurl.com/29rlna2o>

Source: Indeed

Executive Assistant (Alpharetta)



5055 North Point Parkway, Alpharetta, GA 30022

Responsibilities:

- Coordinating complex calendars, including scheduling and arranging meetings - while maintaining sensitivity to changing priorities.
- In some cases, coordinating on-site multi-day meetings which include catering, greeting guests and external partner teams, etc.
- Planning travel including extensive support of international travel for executives and their teams, managing expenses, and overseeing/ensuring safe arrival/transport to and from various international locations, which will require flexible hours.
- Creating, processing, inspecting, and validating team travel & expenses - ensuring compliance with travel policies.
- Attending meetings and recording meeting discussion notes and actions, as needed.
- Tracking and following up on action items to ensure timely completion of work.
- Preparing presentations, agendas, reports, special projects, and other correspondence using Google Suite (and other various software platforms).

Qualifications:

- Bachelor's degree or one or more years of work experience.
- Two or more years of Executive support experience.

Apply Online at: <https://tinyurl.com/2cxj2qur>

Source: Employer Website

Receptionist (Sandy Springs)

Serenity

Mental Health Centers

990 Hammond Dr Suite 600, Sandy Springs, GA 30328

Responsibilities:

- Update and verify customer information upon each visit.
- Help patients feel valued by creating rapport, and remembering their names, their interests, and stories.
- Answer questions, address worries, respect boundaries, and be sensitive to each person's individual challenges.
- Ensure a positive patient experience by providing support and compassion.
- Rotate through other various office tasks throughout the day.

Qualifications:

- High School Diploma/ GED.
- 1+ year of full-time customer service experience, reception, or personal customer service industry.

Apply Online at: <https://tinyurl.com/2xnbr4kv>

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.

Apply Online at: <https://tinyurl.com/239ufkw7>

Source: Indeed

Operations Administrative Assistant (Sandy Springs)



780 Johnson Ferry Road NE, Atlanta, GA 30342

Responsibilities:

- Administer operations programs including retail recognition, corporate relocation, employee purchase, expense reports, corporate communications, and travel planning.
- General administrative duties including distribution of mail, typing, light dictation, copying, faxing, filing, and answering the phone.
- Process invoices.
- Triage and respond to customer complaints.
- Prepare meeting presentations.
- Plan and execute various meetings throughout the year, including making room reservations, arranging catering and audio-visual equipment, ordering promotional items, preparing agendas, and arranging award presentations.
- Handle various monthly, quarterly, and yearly projects such as house plan reports, profit center classification reports, productivity index reports, profit center objectives reports, net sales & pre-tax profit reports, sales correspondence and awards, store traffic, and staffing analysis.
- Answer corporate phone calls and receive home office visitors.

Qualifications:

- Demonstrated proficiency with Microsoft Office (Word, Excel, PowerPoint, Access). Intermediate knowledge of Excel (including pivot tables and charts) is required.
- Four-year college degree and a minimum of one year of administrative experience, or a combination of education and experience.

Pay is \$55 - \$60 k

Apply Online at: <https://tinyurl.com/2y647gb7>

Source: Employer Website

Client Concierge (Sandy Springs)



200 Glenridge Point Parkway, Atlanta, GA 30342

The Client Concierge is the first point of contact for our clients, ensuring they have a seamless, enjoyable experience throughout the home-buying process. You'll manage client onboarding, coordinate communications, and work closely with our agents and production partners to deliver outstanding service from the discovery call to post-closing follow-up.

Qualifications:

- Customer Service Experience: 1+ years in a customer-facing role (real estate, hospitality, or client services preferred).
- Tech Savvy: Comfortable using CRM systems (e.g., Brivity), project management tools (ClickUp), and email platforms (FloDesk). Training will be provided.

Apply Online at: <https://tinyurl.com/2yv262km>

Source: Indeed

Front Desk Receptionist (Buckhead)



Sev Laser Aesthetics

3400 Around Lenox Road NE, Atlanta, GA 30326

Responsibilities:

- Checking patients in and out
- Managing inventory
- Scheduling patients and clients for various appointments
- Maintaining a clean and well-stocked environment for patients
- Ensuring an impactful, enjoyable, and efficient visit for each patient
- Confirming appointments via email and phone calls
- Managing the schedule and flow of the office

Qualifications:

- At least 1-2 years of Receptionist experience, and/or a minimum of 1 year work experience in an aesthetic or medical spa setting.

Must be available to work 3 days per week, including 2 Saturdays per month

Must be available to work from 9:30am-7:30pm each day

Apply Online at: <https://tinyurl.com/28pu3zxw>

Source: Indeed

HR Service Center Assistant (Brookhaven)



2220 N Druid Hills Rd NE, Atlanta, GA 30329

Provides professional, timely, and accurate responses to inquiries from staff, managers, executives, candidates, and others contacting the Human Resources Shared Services Center. Communicates and processes standardized transactional human resources activities across the Children's Healthcare of Atlanta organization.

Qualifications:

- Experience in human resources
- 1 year of experience in employee benefits
- Bachelor's degree preferred

Apply Online at: <https://tinyurl.com/22zlwhm4>

Source: Employer Website

Front Office Receptionist (Sandy Springs)



5600 Roswell Road, Atlanta, GA 30342

Responsibilities:

- Answering incoming calls from customers using multi-line phone system.
- Meeting and greeting customers daily.
- Various administrative functions -- filing, organizing, etc.
- Administrating exams
- Processing orders & transactions

Qualifications:

- Proficient in Microsoft Office and other computer related skills

\$16 - \$18 an hour

Apply Online at: <https://tinyurl.com/2bker8jh>
Source: Indeed

Food Service, Housekeeping, & Other Now Hiring – Week of 10/20/24

Valet Parking Attendant (Alpharetta)

\$15 - \$20 an hour

Refined Parking Solutions / Chelo 964 Alpharetta Street, Roswell, GA 30075

<https://tinyurl.com/266pr866>

Room Attendant (Buckhead)

\$16 an hour

Hotel Colee / 3377 Peachtree Rd NE, Atlanta, GA 30326

<https://tinyurl.com/2ap5aohp>

Cashier, Expo, Food Runner (Alpharetta)

\$10 an hour

Ponko Chicken / 220 South Main Street, Alpharetta, GA 30009

<https://tinyurl.com/2ym3w8sm>

Team Member/Party Host (Alpharetta)

Up to \$15 an hour

Vertigo Fun Park / 11105 State Bridge Road, Alpharetta, GA 30022

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

Weekend Party Host (Alpharetta)

\$10 - \$15 an hour

Play Street Museum / 11770 Haynes Bridge Road, Alpharetta, GA 30009

<https://tinyurl.com/2ycmnl4y>

Houseman (Brookhaven)

\$13 - \$15 an hour

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

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

Lobby Attendant/Housekeeping (Alpharetta)

From \$17 an hour

Embassy Suites / 5955 North Point Parkway, Alpharetta, GA 30022

<https://tinyurl.com/2868plgx>

Food Service, Housekeeping, & Other Now Hiring – Week of 10/20/24

Part Time Stock Associate (Buckhead)

From \$19 an hour

House of CB / 3500 Peachtree Road NE, Atlanta, GA 30326

<https://tinyurl.com/2xpst7vs>

FOH/Cashier/Foodrunner (Brookhaven)

\$18 an hour

The Greek Pizzeria / 3400 Clairmont Rd NE, Brookhaven, GA 30319

<https://tinyurl.com/27q82pfy>

