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# Entry-Level Office Assistant (Sandy Springs)



8409 Dunwoody Pl, Atlanta, GA 30350

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## Responsibilities:

- Answer and direct incoming calls, emails, and inquiries to the appropriate personnel.
- Greet and assist visitors, clients, and employees with a friendly and professional demeanor.
- Maintain and update office records, including filing, scanning, and data entry.
- Assist in the preparation and distribution of internal and external correspondence.
- Monitor and replenish office supplies, such as stationery, printer supplies, and kitchen items.
- Coordinate and schedule appointments, meetings, and conference room reservations.
- Accurately enter and update data into spreadsheets, databases, and other software applications.
- Assist in creating and editing documents, reports, and presentations.
- Manage and maintain physical and electronic filing systems for easy retrieval of documents.
- Communication:

## Qualifications:

- High school diploma or equivalent; some college coursework or a relevant certification is a plus.
- Proficiency in basic office software (e.g., Microsoft Office Suite).
- Basic data entry and computer skills.

\$15 - \$16 an hour

Apply Online at: <https://tinyurl.com/23y6ee3b>

Source: Indeed

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# Client Services Assistant PT (Alpharetta)



5900 Windward Parkway, Alpharetta, GA 30005

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## **Responsibilities:**

- Create and maintain new client files
- Assist in preparing and sending bid proposal packages to potential new clients
- Intake of new clients when needed
- Help maintain the firm records
- Support marketing efforts and event planning
- Generate reports as needed

## **Qualifications:**

- Previous experience in a client service or administrative role is a plus but not required

Monday to Friday; Expected hours: 20 - 29 per week

From \$19 an hour

Apply Online at: <https://tinyurl.com/23384s6w>

Source: Indeed

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# Receptionist (Buckhead)



## ISS Facility Services

3475 Piedmont Road NE, Atlanta, GA 30305

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### Responsibilities:

- Welcome visitors by greeting them in person or on the telephone; answering or referring inquiries
- Provide an exceptional Customer Service experience to all colleagues and guests visiting the site
- Ensure guests are greeted courteously and their needs are anticipated at all times
- Direct visitors by maintaining employee and department directories; giving instructions
- Maintain security by following procedures; monitoring logbook; issuing visitor badges; monthly headcounts/use of space confirmations
- Ensure consistent communication with various departments to allow awareness of all VIP's and guests arriving and leaving the building
- Maintain telecommunication system by following manufacturer's instructions for house phone and console operation, answers incoming phone inquiries

### Qualifications:

- Bachelor of Science or Bachelor of Arts degree preferred
- 2+ years of operating within a Customer Service environment providing guest hosting and/or concierge/reception services to the highest standard
- Experience working within a Corporate Environment in a concierge, host, or reception role
- IT literate including Microsoft Office application proficiency

\$17 - \$20 an hour

Apply Online at: <https://tinyurl.com/26sqx4q>

Source: Indeed

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# Client Service Representative PT (Sandy Springs)



7541 Roswell Rd, Atlanta, GA 30350

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## **Responsibilities:**

- Greet clients and their pets with a warm, friendly demeanor, fostering a positive environment in our veterinary clinic.
- Answer phone calls, schedule appointments, and manage inquiries about our veterinary services and procedures.
- Maintain accurate client records and ensure seamless data entry into our management system.
- Assist clients with billing and payment processing, explaining services and fees related to their pets' care.
- Provide information about pet health, vaccination schedules, and preventative care. Collaborate with veterinary staff to ensure effective communication and workflow within the hospital.
- Address client concerns and complaints with empathy and professionalism, escalating issues when necessary.
- Keep the reception area organized and welcoming, ensuring a tidy space for clients and their pets.

## **Qualifications:**

- Previous experience in a customer service role, preferably within the veterinary or animal care industry.

\$13 - \$16 an hour

Apply Online at: <https://tinyurl.com/284zq65h>

Source: Employer Website

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# Office Assistant PT (Sandy Springs)

CHAMPION WELLNESS, INC.

8735 Dunwoody Place, Atlanta, GA 30350

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## Responsibilities:

- Manage incoming and outgoing communications through phone systems and email.
- Perform data entry tasks accurately and efficiently.
- Maintain organized filing systems for easy access to documents.
- Assist in proofreading documents for accuracy and clarity.
- Support office management by ordering supplies and maintaining inventory levels.
- Provide clerical support including typing, scheduling appointments, and organizing meetings.
- Utilize Google Suite applications for document creation, spreadsheet management, and presentations.

## Qualifications:

- Proficiency in computer literacy with a strong understanding of office software applications, particularly Google Suite.
- Previous experience in an office environment is preferred but not required.

\$15.00 - \$18.70 an hour

Apply Online at: <https://tinyurl.com/28xc4mjj>

Source: Indeed

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# Playcenter Attendant PT (Alpharetta)



**Ed Isakson / Alpharetta YMCA**

3655 Preston Ridge Rd, Alpharetta, GA 30005

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## **Responsibilities:**

- Report all issues to the Supervisor or Site Manager
- Maintain all equipment used for program in good working order.
- Report to the Director any difficult or unusual situations.
- Share problems with the Director so they can be solved.
- Lead or perform value add membership activities such as parents night out, climbing wall, kids clubs, etc.

## **Qualifications:**

- A working knowledge of computers including MS Word and MS Excel is preferred.
- Complete all required trainings prior to start; must obtain CPR certification within the first 30 days of employment.

Apply Online at: <https://tinyurl.com/28f7193l>

Source: Employer Website

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# Front Office Assistant (Alpharetta)



3330 Preston Ridge Rd #280, Alpharetta, GA 30005

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## **Responsibilities:**

- Greets and assists all patients with the check-in process
- Performs patient check-in and patient check-out
- Collects all applicable co-pays, deductibles, balances and cosmetic payments in full and provides patients with a receipt, authorizes cards at check-in, and recalculates balances at check-out
- Answers/fields all incoming phone calls
- Verifies insurance benefits for upcoming procedures.
- Creates surgery estimate and emails it to patients a minimum of 48 hours in advance.

## **Qualifications:**

- Practice is willing to train the right applicant that has no experience

Monday to Friday

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

Source: Indeed

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# Bulloch Hall Holiday Seasonal Front Desk Receptionist PT



935 Alpharetta Street, Roswell, GA 30075

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This position is responsible for opening the facility for business, answering phones, greeting customers and park visitors, relaying information on Recreation and Parks programs, answering general visitation questions about the historic home, assist/participate in special programs and activities.

**Qualifications:**

- No work experience is required for this entry-level position. Experience or education is preferred, which provides the necessary knowledge, skills, and abilities for this job.

November 22 - December 22, with training occurring the two weeks prior.

\$15 an hour

Apply Online at: <https://tinyurl.com/23u3h2xt>

Source: Indeed



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# Front Desk Admin (Alpharetta)



11260 Old Roswell Rd, Alpharetta, GA 30009

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## Responsibilities:

- Answers all incoming calls for both Georgia office locations.
- Delivers excellent customer service to all customers, vendors, subcontractors that visit the office and/or call on telephone.
- Creates and maintains project files and associated support documentation.
- Perform a wide variety of administrative duties as required by daily operations in the corporate office, data entry, filing, creating reports, faxing/scanning/copying, delivering mail to other offices and postal facilities.

## Qualifications:

- High school diploma, GED or equivalent required
- Associates degree in office administration or related field preferred
- At least three years of administrative and clerical experience required
- Proficient with Microsoft Office suite of products

\$20 - \$22 an hour

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

Source: Indeed

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# Front Desk (Chamblee)



Barbour Orthopaedics & Spine  
Exceptional care for an active life

3240 Northeast Expy NE, Atlanta, GA 30341

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## 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
- ASC/Medical Office experience preferred.

Oa <https://tinyurl.com/28jko7lh>

Source: Indeed

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# Executive Assistant to CEO (Alpharetta)



1111 Alderman Dr #450, Alpharetta, GA 30005

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## Responsibilities:

- Provide direct support to the CEO, ensuring the company's goals and operations run efficiently.
- Manage communication between upper management and employees, acting as a liaison with internal and external executives.
- Plan, coordinate, and manage the CEO's professional and personal scheduling, including agendas, mail, email, calls, travel arrangements, client management, presentations, and logistics.
- Oversee senior executives' travel arrangements including hotel bookings, transportation, and meal coordination.
- Perform administrative tasks such as dictation, spreadsheet creation, occasional customer support, and maintaining the filing system and contact database.
- Maintain strict confidentiality and exercise discretion in dealing with all business matters.
- Organize team communications and plan internal and external events, including offsite meetings.
- Handle personal errands such as picking up or dropping off dry cleaning, meals, returning packages, etc.
- Schedule personal appointments for the CEO and their family.
- Run personal or family-related errands as needed.
- Coordinate with accountants or financial advisors on personal financial matters.

## Qualifications:

- 1+ years of experience in an administrative role, preferably reporting directly to a CEO.
- Proficiency in Google Calendar, Gmail, Google Docs, and other productivity tools, with the ability to learn new software and systems quickly.

Apply Online at: <https://tinyurl.com/26ap4v7y>

Source: Indeed

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# CSR (Roswell)



11200 Alpharetta Highway, Roswell, GA 30076

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## **Responsibilities:**

- Schedule appointments for vehicle repair using Daily Demand Capacity Planner, CCC One schedule and proper scripting. (CCC One is our repair management system)
- Ensure timely retrieval of insurance assignments and obtain necessary repair authorization documentation in order to disassemble vehicles for repairs.
- Prepares RO (repair order) work packet consisting of QC (quality control) check list, work order, parts list and windshield tag used to record the proper indicators -R (rental)-NR (no rental)-G (Gerber pay).
- Records all communication with customers or insurance partners during the repair process using CCC One notes and selecting the appropriate communication type.
- Confirms car rental information and updates CCC One with rental car usage information.
- Manage ARMS (automated rental management system) throughout the day to ensure all vehicles appearing in the ARMS system are also noted in CCC One.

## **Qualifications:**

- High School Diploma or GED (General Education Diploma)
- Minimum: 1 year experience in a similar role such as administration assistant.
- Preferred: 1 year in an auto body or similar work environment including previous customer service experience.
- Valid driver's license

\$14 - \$20 an hour

Apply Online at: <https://tinyurl.com/29hod4sl>

Source: Indeed

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# Spa Concierge / Coordinator (Buckhead)

WOODHOUSE™

65 Irby Ave NW Ph 16, Atlanta, GA 30305

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## **Responsibilities:**

- Provides personal attention from the time the guest walks through the door
- Educates the guest on the Woodhouse experience including a warm welcome, introduction to our locker room and amenities, and helping them to have a seamless experience
- Answers the phone with a smile each and every time
- Is the brand ambassador, making sure the guest enters a clean, safe place with just the right lighting, music and scent to ensure that memorable experience
- Remembers the small things that make The Woodhouse special
- -the guest's favorite drink, the warm inviting neck wrap, personal details such as birthdays and anniversaries

[No qualifications specified in ad.]

\$14 - \$18 an hour

Apply Online at: <https://tinyurl.com/2c7lbkev>

Source: Indeed

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# Retail Office Assistant (Dunwoody)



1201 Hammond Dr NE, Atlanta, GA 30346

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Store Office Assistants are responsible for supporting sales associates, customers, and store management, processing payments and finance applications answering delivery questions, assisting with customer care responsibilities, answering phones, and various other office duties as assigned.

## **Qualifications:**

- Over one year of relevant experience preferred
- Computer navigation skills, general computer knowledge, and MS Office understanding

\$14 - \$16 an hour

Apply Online at: <https://tinyurl.com/26q26zj7>  
Source: Employer Website

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# Receptionist PT (Roswell)



1109 Green Street, Roswell, GA 30075

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## **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
- Operating various office machines

## **Qualifications:**

- Experience with Excel and Microsoft Word
- 3 years of customer service experience (a must-have)

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

Source: Indeed

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# Executive Assistant 1 (Brookhaven)



1575 Northeast Expressway Atlanta, GA 30329

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## 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
- Advanced computer skills including full suite of Microsoft Office and other Windows-based applications

Apply Online at: <https://tinyurl.com/24d2jd3u>

Source: Employer Website



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# Front Desk Agent (Roswell)



1075 Holcomb Bridge Road, Roswell, GA 30076

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## 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.

## Qualifications:

- High school diploma or equivalent required, and college degree preferred.
- Hotel experience preferred.
- Considerable skill in the use of a calculator to prepare moderately complex mathematical calculations without error.

Apply Online at: <https://tinyurl.com/25w2x9jh>

Source: Indeed

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# Food Service, Housekeeping, & Other Now Hiring – Week of 10/27/24

## **Custodian/Maintenance Assistant PT (Roswell)**

**\$12 - \$18 an hour**

Zion Missionary Baptist Church / 888 Zion Circle, Roswell, GA 30075

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

## **Car Wash Detailer Driver (Chamblee)**

**\$17.00 - \$18.50 an hour**

Go Rentals / 1 Aviation Way, Atlanta, GA 30341

<https://tinyurl.com/25bwo97s>

## **Cashier/Food Service Worker (Sandy Springs)**

**\$15.00 - \$15.50 an hour**

Sodexo / Cox | 6205 Peachtree Dunwoody Road, Sandy Springs, GA 30328

<https://tinyurl.com/25s6l8pn>

## **Server PT (Buckhead)**

**\$15 an hour**

Legacy Ridge / 4804 Roswell Road, Atlanta, GA 30342

<https://tinyurl.com/28x8as5p>

## **Porter (Roswell)**

**\$17 - \$18 an hour**

Enclave at Roswell / 11251 Alpharetta Highway, Roswell, GA 30076

<https://tinyurl.com/28b3ovhm>

## **Dishwasher (Alpharetta)**

**\$16 - \$19 an hour**

Connors Steak & Seafood / 5045 Windward Parkway, Alpharetta, GA 30004

<https://tinyurl.com/2494bjfm>

## **Dishwasher (Buckhead)**

**\$16 - \$18 an hour**

North Italia / 3393 Peachtree Road NE, Atlanta, GA 30326

<https://tinyurl.com/244rlqx2>

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# Food Service, Housekeeping, & Other Now Hiring – Week of 10/27/24

## **Dishwasher (Dunwoody)**

**Up to \$18 an hour**

Culinary Dropout / 1231 Ashford Crossing BLDG 900, Dunwoody, GA 30346.

<https://tinyurl.com/2y3re8gf>

## **Cashier (Alpharetta)**

**\$13.00 - \$17.25 an hour**

The Cheesecake Factory / 2075 North Point Circle, Alpharetta, GA 30022

Apply Online at: <https://tinyurl.com/28pa39e5>

## **Dishwasher (Alpharetta)**

**\$15.00 - \$16.50 an hour**

FLIK / Mount Pisgah | 9875 Nesbit Ferry Road, Alpharetta, GA 30022

<https://tinyurl.com/2yaot5hu>

## **Server (Roswell)**

**From \$15 an hour**

St. George Village / 11350 Woodstock Rd, Roswell, GA 30075

<https://tinyurl.com/29tvh5af>

## **Cashier (Sandy Springs)**

**\$11 - \$16 an hour**

Knuckies Hoagies / 6135 Roswell Road, Sandy Springs, GA 30328

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

## **Stock Worker and Receiver (Roswell)**

**\$16 - \$18 an hour**

Sodexo / InReach Atlanta | 3080 Northfield Place, Roswell, GA 30076

<https://tinyurl.com/22n4hxlh>

## **Housekeeping Attendant (Sandy Springs)**

**\$16 an hour**

Cherokee Town & Country Club / 665 Hightower Trail, Atlanta, GA 30350

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

