
Receptionist (Perimeter)



1050 Crown Pointe Parkway, Atlanta, GA 30338

Responsibilities:

- Operate telephone switchboard to answer, screen, or forward calls, provide information, and take messages.
- Train new and existing team members on phone systems.
- Welcome people as they enter the establishment, learn the purpose of their visit, and guide or accompany them to their intended destinations.
- Oversee and assist with enforcement of Kieler office visitor policy.
- Transmit information or documents to customers and team members using computer, mail, or facsimile machine.
- Provide information about establishment, such as location of departments or offices, team members within the organization, or services provided.
- Collect, sort, distribute, or prepare mail, messages, or courier deliveries.
- Assist with data collection and data entry on basic incoming team member record requests.
- Conduct data analysis to address inquiries from customers or member of the public.
- Assist with keeping the office organized and running smoothly.

Qualifications:

- Experience with phone systems preferred

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

Source: Indeed

Front Desk Assistant PT (Dunwoody)



41 Perimeter Center East, Dunwoody, GA 30346

Responsibilities:

- Provide a positive environment for supportive, recovery-based treatment.
- Serve as initial point of contact for the company, including incoming phone calls, vendors, patients and visitor
- Cordially and professionally greet all visitors and phone callers
- Primary contact for ensuring facility readiness and cleanliness in the mornings

Qualifications:

- Bachelors Degree preferred
- At least 2 years of experience in a Front Desk, Administrative or equivalent position, required.
- Experience in a healthcare setting preferred.

Apply Online at: <https://tinyurl.com/2c8kv17h>

Source: Indeed

Front Office Coordinator (Dunwoody)



1170 Dunwoody Village Drive, Dunwoody, GA 30338

This position's primary responsibility is to handle all front office functions for the practice. The Front Desk Coordinator must ensure that patients, parents and/or guardians are the number one priority.

Qualifications:

- Minimum high school diploma, or equivalent.
- Experience working in a professional, medical, or dental environment with direct customer service is desired.
- Strong PC skills

Apply Online at: <https://tinyurl.com/2banau4s>

Source: Indeed

HR Coordinator (Alpharetta)



1500 Bluegrass Lakes Pkwy, Alpharetta, GA 30004

Responsibilities:

- Assisting employees with questions both in person and via an email inbox ticketing system
- Assist with plant uniform audits and ensuring that payroll deductions are processed correctly
- Help supervisors and employees with completing tasks in WorkDay HRIS system. Oversee employee record maintenance and transactions, including salary, job termination, and other related changes
- Assist HR business partners and in-house and external counsel with immigration paperwork processing
- Conduct new hire onboarding meetings and ensure I-9 completion
- Conduct exit interviews with exiting employees and provide feedback to HR team as well as report on trends
- Assist Talent Acquisition team as needed
- Assist HR business partners with projects as needed. Conducts research and helps analyze data on assigned projects.
- Assist in the formulation of personnel policies and procedures.

Qualifications:

- High school diploma or equivalency
- Microsoft Office (Word, PPT, Excel) experience
- Preferred:
- Prior HR experience
- Experience processing I-9s and knowledge of immigration processes
- Experience with WorkDay or other HRIS systems

Apply Online at: <https://tinyurl.com/29aw4oar>

Source: Employer Website

Receptionist / Administrative Assistant (Chamblee)



3190 Northeast Expressway, Atlanta, GA 30341

Responsibilities:

- Answer and direct phone calls
- Interview, train, and prepare schedule for office staff
- Organize and schedule appointments
- Be a first point of contact between office staff and directors
- Plan and execute marketing and sales campaigns
- Coordinate campus visits for prospective students and their families as well as admissions events
- Write and distribute emails, correspondence memos, letters, faxes and forms
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing system
- Update and maintain office policies and procedures
- Order office supplies and research new deals and suppliers
- Maintain contact lists
- Submit and reconcile expense reports

Qualifications:

- Proven experience as an administrative assistant or office admin assistant
- Proficiency in MS Office (MS Excel and MS PowerPoint, in particular)
- High School degree or higher; additional qualification as an Administrative assistant or Secretary will be a plus

Apply Online at: <https://tinyurl.com/2y7ofusb>

Source: Indeed

Patient Services Representative - Front Desk (Sandy Springs)



5555 Peachtree Dunwoody Rd NE. Ste 281. Atlanta, GA 30342

Responsibilities:

- Patient Interaction: Welcome patients warmly and professionally upon arrival. Efficiently handle patient registration and appointment scheduling, ensuring all interactions are conducted with a high level of customer service.
- Clinical Call Management: Triage and route clinical calls accurately to the appropriate departments or personnel, ensuring prompt and precise responses to patient inquiries.
- Documentation Support: Assist patients with completing necessary forms and paperwork, providing clear instructions and assistance as needed to ensure accuracy and completeness.
- Facility Maintenance: Maintain a clean, organized, and welcoming work area and lobby at all times, ensuring a positive first impression for all patients and visitors.

Qualifications:

- High school diploma or equivalent.
- 0 to 1 year of customer service experience in a call center, healthcare, or retail environment is preferred.
- Proficiency in Microsoft Office applications

Apply Online at: <https://tinyurl.com/278q9vr8>

Source: Indeed

Concierge PT (Roswell)



75 Magnolia St, Roswell, GA 30075

Qualifications:

- A minimum of one (1) year relevant experience (preferred)

Apply Online at: <https://tinyurl.com/232bul3e>

Source: Indeed

Receptionist PT (Chamblee)



5675 Peachtree Industrial Blvd, Atlanta, GA 30341

Responsibilities:

- Answer incoming calls in a courteous and professional manner.
- Direct calls to the appropriate department or person.
- Take accurate messages when the appropriate employee is unavailable.
- Greet customers as they enter the dealership showroom and direct them to the appropriate department or person.
- Provide administrative support to the sales and service teams as needed.

Qualifications:

- Previous customer service or administrative experience in a high volume environment.

Apply Online at: <https://tinyurl.com/2bwt8yu5>

Source: Indeed

Front Desk (Alpharetta)



2500 Old Milton Parkway, Alpharetta, GA 30009

Responsibilities:

- Check in/Check out guests
- Beverage area clean and stocked properly
- Opening and closing routine completed and initialed, daily
- Guest needs are addressed immediately
- Give salon service tour to all new guests
- Pre-book and close all recommendations given by the service provider
- Keep retail area clean and stocked
- Call clients and provide backup to call center when needed

[No qualifications specified in ad.]

\$11 - \$15 an hour

Apply Online at: <https://tinyurl.com/22n2zrrh>

Source: Indeed

Human Resources Onboarding Coordinator (Perimeter)



1050 Crown Pointe Parkway, Atlanta, GA 30338

Responsibilities:

- Manage and oversee the entire onboarding process, ensuring new hires have a positive and efficient experience from offer acceptance through their first day while simultaneously ensuring that hiring personnel are informed on the progress of their potential new hire.
- Audit onboarding documentation for completeness, accuracy, while ensuring it complies with federal and state guidelines and PSSI policies and procedures.
- Evaluate candidate eligibility for hire by conducting background checks, processing E-Verify, processing SSNVS, and analyzing the results.
- Evaluate new hire documentation and render eligibility based both on government requirements and PSSI hiring criteria.
- Facilitate calls and prepare packages for new plant start-ups.
- Track and manage new hire data in HRIS, ensuring accuracy and compliance with company and legal standards.

Qualifications:

- Minimum 1 year of experience in an HR or office administrative position, preferably within onboarding or team member services.
- Bachelors degree in business with human resource emphasis or relevant work experience preferred

Apply Online at: <https://tinyurl.com/2d9q3x3u>

Source: Indeed

Administrative Assistant (Sandy Springs)



HERITAGE PROPERTY MANAGEMENT

500 Sugar Mill Rd 200b, Atlanta, GA 30350

Responsibilities:

- Serve as the main point of contact for homeowners, vendors, and other visitors to the onsite office.
- Respond to inquiries and provide accurate and timely information about Association's policies, procedures, and services.
- Maintain and update databases, records, and files related to homeowners, vendors, and community activities.
- Coordinate and schedule meetings, events, and other appointments as required.
- Prepare and distribute communications, notices, and newsletters to homeowners and other stakeholders.
- Assist in the preparation and distribution of Association's board meeting agendas, minutes, and related materials.
- Assist with ARC requests and compliance questions and issues.
- Collect and process homeowner fees and dues, and maintain accurate financial records.
- Coordinate vendor contracts, invoices, and payments related to community maintenance and services.

Qualifications:

- High school diploma or equivalent.
- Proven experience in an administrative role, preferably in a similar Association or property management setting.
- Proficient in using office software applications, such as Microsoft Word, Excel, and Outlook.

\$45,000 - \$50,000 a year

Apply Online at: <https://tinyurl.com/29t2rots>

Source: Indeed

Facilities Coordinator (Perimeter)



2 Concourse Pkwy Ste 500, Atlanta, GA 30328

Responsibilities:

- Assistant in a full range of administrative, clerical, and office support for the entire Facilities Team
- Invoicing, payments processing and assist with budget as needed
- Office Management - work with vendors, be liaison for contracts and oversee fulfillment of services
- Guest and visitor management
- Coordinate internal & external meetings as needed - manage program attendance, catering room prep, AV equipment and clean up
- Manage office and maintenance calendars
- Build effective professional relationships with other departments, vendors, business partners, and other teams
- Interface with vendors (as needed)
- Order supplies for the Management Team
- Work with Building Management to handle all requests regarding keys; parking; cleaning/maintenance; building temperature settings; general facilities requests, etc and learn to use their system.
- Manage the life cycle of office/kitchen equipment; set appointment for service; order new items as needed
- Maintain upkeep of Conference Rooms; stocking/inventory/monthly order
- Manage shipping/receiving requests for building and Office Management

Qualifications:

- High School Diploma required, Bachelor's Degree preferred
- Additional technical training or experience in Office Administration preferred

Apply Online at: <https://tinyurl.com/2anad2dd>

Source: Employer Website

Executive Assistant (Alpharetta)



5780 Windward Pkwy Ste 100, Alpharetta, GA 30005

Responsibilities:

- Maintain team lead's schedule
- Maintain team calendar
- Prepare listing presentations and CMA's
- Reconcile expenses and prepare expense reports
- Organize and respond to team lead's correspondence
- Organize and Manage client events
- Manage our listings and weekly client updates
- Prepare all marketing mailings
- Answer phones
- Handle client inquiries and complaints
- Maintain supplies, office equipment and software

Qualifications:

- Knowledge of basic office suite software and calendaring systems

Apply Online at: <https://tinyurl.com/29xle2o6>

Source: Indeed

Event Management Assistant (Brookhaven)



1424 Northeast Expy NE, Atlanta, GA 30329

Responsibilities:

- Perform office work needed by the Territorial Director of Special Events (ex. create/print/copy Excel spreadsheets, word documents, graphics, and other related documents).
- Coordinate logistics (ex. Food, beverage, set up), communicate, and prepare meeting spaces for event planning committees being led by the Territorial Director of Special Events.
- Maintains a record of expenses; prepares check requests/ACH payments; orders necessary supplies; maintains inventory; prepares biographies of speakers and/or guests
- Tracks and manages the amount of time and materials required to produce project graphics/printing work; prioritizes work requests and manages assignments to comply with shifting deadlines; notifies the Territorial Director of Special Events of any obstacles that could jeopardize project deadline(s).

Qualifications:

- High School Diploma or G.E.D. required, AND
- Three years of progressively responsible administrative support experience required; Working in a large organization with experience working in Microsoft Office. Experience in graphic arts and design work. Experience in working on multiple projects simultaneously. OR
- Any equivalent combination of training and experience which provides the required knowledge, skills, and abilities
- Valid Driver's License

Apply Online at: <https://tinyurl.com/28jwykl7>

Source: Employer Website

Human Resources Coordinator (Buckhead)



3747 Peachtree Rd NE, Atlanta, GA 30319

Responsibilities:

- Coordinates the full credentialing process for all new Lenbrook outside personal providers/caregivers (OPP). Coordinates the annual renewal process for credentialed caregivers
- Reviews OPP policy on an annual basis and makes recommendations for improvement
- Liaise with all agencies to ensure they are current with Lenbrook requirements
- Liaise with background company for all required background checks & fingerprints.
- Liaise with liability insurer for clarification of discrepancies/renewals
- Tracks all required certifications and licensure to ensure compliance
- Conducts personal onboarding with each OPP to ensure understanding of the Len-brook requirements to work on campus
- Prepares recommendations for removal of agency from preferred lists for habitual non-compliance; maintains concern log for each agency.
- Creates and replaces OPP badges based on review of appropriate credentialing
- Provides employment verifications to external parties in accordance with standard protocol

Qualifications:

- Experience in HR or related field (bachelors degree preferred).
- Proficient in Microsoft Office Suite and other software applications as required. basic PowerPoint, intermediate Word and Excel
- Proficient in Paycom or similar HRIS system

Monday - Friday 8:30am - 5:00pm

\$61,000 - \$73,000 a year

Apply Online at: <https://tinyurl.com/27q89ms8>

Source: Indeed

Office Coordinator (Perimeter)



115 Perimeter Center Pl NE, Atlanta, GA 30346

Responsibilities:

- Responsible for administrative support in-office (answering phone calls, copying, printing, scanning, and notarizing documents).
- Provide Zoom account assistance for neutrals and clients and work with IT Team to manage tech issues.
- Operation and basic maintenance of office equipment, such as beverage machines, copiers, Zoom Rooms, televisions/laptops, and phone systems. Escalate needs for maintenance/repair to Office Supervisor.
- Promptly respond to customer queries via email, live chat, video, phone, and social media channels; specifically handles 2-week reminder emails and headcount emails.

Qualifications:

- 4 years' experience in office administration, with 2 years' customer service experience in the hospitality or legal industry preferred.
- Paralegal certification OR 2-5 years' customer service and office administration experience in the hospitality, medical, or legal industry preferred.
- Proficient and competent in technology systems, specific skills in Microsoft Office Suite, Slack, Zoom, Dropbox, NetSuite experience desirable.

8:00 a.m. to 5:00 p.m., Monday to Friday

\$20 - \$22 an hour

Apply Online at: <https://tinyurl.com/2xh2yasz>

Source: Indeed

Food Service, Housekeeping, & Other Now Hiring – Week of 11/3/24

Valet, Service Porter, Greeter (Chamblee)

\$14 an hour

Citrin / Jim Ellis 5956 Peachtree Industrial Blvd, Atlanta, GA 30341

<https://tinyurl.com/247rybfj>

Laundry Attendant (Perimeter)

\$15 an hour

Homewood Suites / 915 Crestline Pkwy, Atlanta, GA 30328

<https://tinyurl.com/278axtr3>

Car Wash Attendant PT (Roswell)

Tidal Wave Auto Spa / 1564 Holcomb Bridge Road, Roswell, GA 30076

<https://tinyurl.com/26tlq5dg>

Part Time Crew Worker I (Roswell)

\$20.90 an hour

City of Roswell

<https://tinyurl.com/23extwv7>

Maintenance Partner PT (Dunwoody)

\$18 - \$20 an hour

Dunwoody Place / 1460 S Johnson Ferry Rd NE, Atlanta, GA 30319

<https://tinyurl.com/26ufd82a>

Maintenance Worker (Sandy Springs)

\$13 - \$15 an hour

Comfort Inn / 5793 Roswell Road, Atlanta, GA 30328

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

Dishwasher (Dunwoody)

\$16 - \$19 an hour

Puttshack / 111 High St Suite 210, Dunwoody, GA 30346

<https://tinyurl.com/25xkzan8>

Food Service, Housekeeping, & Other Now Hiring – Week of 11/3/24

Dock/Housekeeping (Alpharetta)

From \$17 an hour

Dillards / 7000 North Point Circle, Alpharetta, GA 30022

<https://tinyurl.com/2xzttk2a>

Custodian II (Alpharetta)

\$16 an hour

Georgia State University / 3775 Brookside Pkwy, Alpharetta, GA 30022

<https://tinyurl.com/24am27q5>

