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# Entry Level Receptionist PT (Alpharetta)



5530 Windward Parkway, Alpharetta, GA 30004

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## **Responsibilities:**

- Answer phones and schedule appointments
- Authorize and bill patients' insurances
- Pretest patients
- Maintain good patient flow
- Perform visual field testing
- Help patients select frames & lenses including taking PD & seg height measurements
- Optical ordering and verification of Rx lenses
- Maintain cleanliness of the office and optical area

[No qualifications specified in ad.]

\$12 - \$15 an hour

Apply Online at: <https://tinyurl.com/254ffd3l>

Source: Indeed

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# Office Support (Brookhaven)



2970 Clairmont Road NE, Atlanta, GA 30329

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## Responsibilities:

- 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.
- Prepare monthly supply order.
- Maintenance of distribution lists, building badges, etc.
- Performs basic electronic filing and recordkeeping, maintaining client and employee files and all related paperwork.
- Data entry – Company Errand, Mileage, and Travel Sheets if applicable
- Greets clients, visitors, and guests; determines the purpose of each person's visit and directs or escorts him or her to the appropriate location.
- Conduct in-home visits to clients
- Assist with in-home visits

## Qualifications:

- High school diploma or equivalent required; Associates degree preferred.
- Two (2) to four (4) years of experience in an administrative or receptionist role.

\$15 an hour

Apply Online at: <https://tinyurl.com/27c8vm8k>

Source: Indeed

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# Front Desk Opener PT (Roswell)



1045 Woodstock Road, Roswell, GA 30075

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## Responsibilities:

- Greet guests warmly upon arrival and provide assistance with check-in and check-out procedures.
- Answer phone calls promptly, demonstrating excellent phone etiquette while addressing inquiries or directing calls as necessary.
- Manage reservations and maintain accurate records of guest information.
- Upsell available services and amenities to enhance guest experience.
- Handle guest requests and complaints efficiently, ensuring a high level of satisfaction.
- Collaborate with other departments to ensure seamless service delivery.
- Supervise front desk operations during shifts, ensuring adherence to company policies and procedures.
- Assist in product demonstrations when required, showcasing hotel services or retail items available on-site.
- Maintain cleanliness and organization of the front desk area.

## Qualifications:

- Previous experience in a front desk or customer service role is preferred.
- Experience in retail sales or grocery store environments is advantageous.
- Proficient in using computer systems for reservation management and guest services.

Flexible hours, including weekends and holidays as needed.

\$11 - \$13 an hour

Apply Online at: <https://tinyurl.com/253f2ud8>

Source: Indeed

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# Front Desk Concierge (Roswell)



1070 Hardscrabble Road, Roswell, GA 30075

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## 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.

\$16 - \$17 an hour

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

Source: Indeed

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# Front Desk Coordinator (Sandy Springs)



sandy springs  
endodontics

50 Glenlake Parkway, Atlanta, GA 30328

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## Responsibilities:

- Schedule and confirm appointments
- Answer phones and address patients inquires and concerns
- Greet and check-in patients upon arrival
- Verify and enter dental insurance
- Create and present treatment plans
- Maintain patient records and ensure accurate documentation
- Utilize dental terminology and office management systems effectively

## Qualifications:

- Customer service: 1 year (Preferred)
- Dental terminology: 1 year (Preferred)
- Computer skills: 1 year (Required)

Expected hours: 30 - 40 per week - Monday - Friday

\$20 - \$25 an hour

Apply Online at: <https://tinyurl.com/238kkk9s>

Source: Indeed

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# Administrative Assistant II (Brookhaven)



1424 Northeast Expy NE, Atlanta, GA 30329

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## Responsibilities:

- Reviews all transactions qualifying as interim including property and equipment requisitions. Lease renewals, change orders, and other qualifying documents; prepare and submit for appropriate signatures; assimilate, organize, and prepare all background and financial information for the formal interim agenda 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.
- Follows up with accounting personnel to ensure proper posting to the project. Researches any additional information necessary to maintain accurate project spreadsheets.
- Assists with reviewing and processing legal documents resulting from the sale, purchase, donation, and deletion of Salvation Army property; assists with obtaining required signatures of approval on legal documents; assists with composing correspondence letters indicating documentation returned and processed; assists with retaining pertinent information in the department files; assists with preparing and maintaining a legal document bring-up system and file check off sheets

## Qualifications:

- High school diploma or G.E.D. required AND
- Four years of progressively responsible experience performing administrative support work and/or accounting in a general office

Apply Online at: <https://tinyurl.com/26uoc89j>

Source: Employer Website

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# Administrative Assistant / Receptionist (Peachtree Corners)



655 Engineering Dr, Peachtree Corners, GA 30092

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## Responsibilities:

- Greet visitors, clients, and guests in a warm, professional manner.
- Answer and direct phone calls to appropriate departments or personnel.
- Handle inquiries via email, phone, or in-person and direct them to the correct staff member.
- Assist with general office tasks such as filing, organizing documents, and maintaining office supplies.
- Schedule and coordinate appointments, meetings, and conference room bookings.
- Prepare and send out correspondence, including letters, emails, and packages.
- Assist in managing executives' or managers' calendars and ensuring schedules are up-to-date.

## Qualifications:

- High school diploma or equivalent (Associate's degree or higher preferred).
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint)

\$35,000 - \$45,000 a year

Apply Online at: <https://tinyurl.com/2b59y3wf>

Source: Indeed

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# Docent Representative PT



Barrington Hall, Bulloch Hall, Smith Plantation

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Team member serves as a customer experience liaison for the historic homes, reporting directly to the Education Supervisor. The successful candidate is willing to participate in interpretation training in order to provide engaging tours and a welcoming experience for guests. Team member will conduct ticket and gift shop sales, answer general visitation questions, and assist/participate in special programs and activities as needed. General administrative duties may include daily opening and closing of the site, answering phones and emails, light housekeeping tasks, and other minor clerical duties.

## **Qualifications:**

- High school diploma is required. Some college level study in preservation or history is preferred. A passion or enjoyment for history and story-telling is essential.

Hours vary based on scheduling needs but will range from 14 hours (minimum requirement of 2 days per week) to potentially 27 hours (4 days per week)

Apply Online at: <https://tinyurl.com/268nwb9j>

Source: Employer Website



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# Patient Services Coordinator

## (Sandy Springs)



5673 Peachtree Dunwoody Rd NE, Atlanta, GA 30342

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### Responsibilities:

- This position serves as a key role in the patient's experience, serving as their first point of contact upon arrival to Emory facilities for clinical appointments.
- Job responsibilities will include providing excellent customer service to the patient while welcoming and checking them in for their appointments; communicating with patients, families and staff to trouble shoot and meet patient needs while waiting to see their provider; following approved standard operating procedures to complete technical and administrative functions such as arriving appointments, confirmation and updating of patient demographics, registration, and insurance information, scheduling, entering referrals, providing information about insurance coverage, collecting copays.
- This position will work regularly with patients, families, providers, clinical and non-clinical staff, and is a critical component to ensuring patients have a smooth and positive experience with Emory.

### Qualifications:

- High school diploma/GED preferred and twelve (12) months of experience in Healthcare or customer service industry OR currently enrolled in an accredited bachelor's degree program. .

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

Source: Employer Website

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# Community Relations Associate (Alpharetta)



905 Lake Union Hill Way, Alpharetta, GA 30004

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## **Responsibilities:**

- Provide excellent customer service while maintaining the highest standards of courtesy, respect, and sensitivity for resident service and engagement.
- Greet and communicate with walk-in prospective residents, process payments, deliver resident notices, and provide keys to vendors.
- Establish, manage, and maintain marketing programs and social media presence.
- Partner with teams from other communities to deepen the company's relationship with residents and achieve resident retention goals.

## **Qualifications:**

- Bachelor's degree or equivalent industry experience required
- 2+ years of Property Management experience preferred
- Experience in sales and customer service

Apply Online at: <https://tinyurl.com/2af7wg4o>

Source: Employer Website

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# PBX Operator (Buckhead)



3434 Peachtree Road NE, Atlanta, GA 30326

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## Responsibilities:

- Promptly answer telephone calls, greet callers with a positive and clear voice. Listen to ascertain the correct extension. Reading and using a moderately complex computer console, direct calls to appropriate line. Requires sitting in a confined space for long periods of time to continuously perform essential functions.
- Transcribe complete messages and repeat information to verify accuracy. Input and retrieve messages from the computer as requested. Read and verbally recite exact messages for guests.
- Receive wake up call information, input cautiously into the automated wake-up system and verbally confirm time to guest.
- Page guests and patrons using the public address system in a courteous and clear manner.
- Act as dispatcher for security, guest services and property operations associates. Provide timely information via paging system and two way radios to associates in response to emergencies and guest requests such as plumbing problems, airport shuttle service, etc.
- Briefly answer basic inquiries, time, extension numbers, outlet hours, etc.

## Qualifications:

- Ability to access and accurately input information using a moderately complex computer system

Apply Online at: <https://tinyurl.com/2ar2bwqw>

Source: Indeed

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# Onboarding Specialist (Brookhaven)

## NORTHSIDE HOSPITAL

1001 Perimeter Summit Pkwy, Atlanta, GA 30319

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### Responsibilities:

- Effectively communicate onboarding processes, procedures, and updates to new hires, recruiters and other HR partners
- Collects and processes confidential new hire information and paperwork, including education and employment documents, I-9 employment eligibility documents, background check reports, employee health clearance status, licenses, certifications and other credentials
- Demonstrates strong customer service and problem solving skills, via phone and email
- Monitors completion of all pre-employment requirements to ensure the new hire is able to attend orientation, as scheduled
- Compares background check report results to job description requirements to ensure compliance
- Maintains records and documentation related to the onboarding of employees to comply with legal and company standards

### Qualifications:

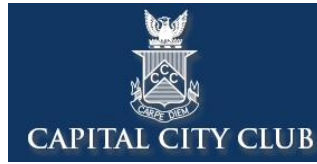
- High School Diploma or equivalent (GED).
- Two years of Human Resources or Customer/Client facing clerical experience
- Bachelor Degree from an accredited college or university preferred

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

Source: Employer Website

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# Front Desk Associate - Tennis Center (Brookhaven)



53 W Brookhaven Dr Ne, Atlanta, GA 30319

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## **Responsibilities:**

- Conduct cleaning duties such as swiffering/vacuuming shop floor and dusting of retail merchandise fixtures
- Acknowledge members and guests respectfully and promptly when they enter and depart the Tennis Shop
- Receive incoming phone calls, book reservations, answer questions and relay messages
- Communicate effectively and enthusiastically with great member and guest service
- Responsible for the sales transactions of all apparel and merchandise in the Tennis Shop
- Assist the Tennis Operations Manager with merchandising tasks and monthly shop inventory

## **Qualifications:**

- Proficient in Microsoft Office software (specifically Excel, Word, Publisher, and Outlook)

Apply Online at: <https://tinyurl.com/2ytue2am>

Source: Indeed

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# Food Service, Housekeeping, & Other Now Hiring – Week of 11/10/24

## **Restaurant Server (Dunwoody)**

**\$16 - \$17 an hour**

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

<https://tinyurl.com/263qu2er>

## **Night Shift Dishwasher/Porter (Sandy Springs)**

**\$13 - \$15 an hour**

Battle and Brew / 5920 Roswell Road, Atlanta, GA 30328

<https://tinyurl.com/2xrl8bub>

## **Housekeeper (Roswell)**

**\$15 an hour**

Brickmont of Roswell / 2560 Holcomb Bridge Road, Alpharetta, GA 30022

<https://tinyurl.com/2cg4uoly>

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

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

Go Rentals / 1 Aviation Way, Atlanta, GA 30341

<https://tinyurl.com/2d3xpllp>

## **Car Wash Attendant PT (Chamblee)**

**\$12 - \$16 an hour**

TOP Express Car Wash / 3631 Clairmont Road, Atlanta, GA 30341

<https://tinyurl.com/26llnf3j>

## **Food Prep (Buckhead)**

**\$15 - \$17 an hour**

& Cheese / 3393 Peachtree Road NE, Atlanta, GA 30326

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

## **Houseman (Buckhead)**

**\$15 an hour**

Element Atlanta Buckhead / 3491 Piedmont Road, Atlanta, GA 30305

<https://tinyurl.com/29upzgy9>