
Office Staff (Sandy Springs)



211 Hilderbrand Dr, Sandy Springs, GA 30328

This is an entry-level position with the largest driving school in Georgia. You will be answering phones, helping customers, keeping up with paperwork, and performing light cleaning duties.

This position requires no experience and offers paid training.

Tuesday - Friday 9:30 am - 4:30 pm, and Saturday 8:00 am - 12:00 pm.

\$12 per hour and a commission check monthly.

Apply Online at: <https://tinyurl.com/28hmf2tf>

Source: Indeed

Contact Center Representative (Alpharetta)



Oak Dental Partners

2300 Lakeview Parkway, Alpharetta, GA 30009

As a Contact Center Representative, you will be the first point of contact for parents and patients, responsible for handling inbound and outbound customer inquiries and ensuring prompt and professional resolution. Your primary tasks will include responding to phone calls and emails, scheduling appointments, entering detailed notes into our patient management system, and educating patients about our services and protocols.

Qualifications:

- High school diploma required.
- 1 year of call center experience within the last 3 years (REQUIRED)
- Dental experience with Denticon is a huge PLUS!

Apply Online at: <https://tinyurl.com/29m7sjh6>

Source: Indeed

Office Assistant PT (Buckhead)



945 East Paces Ferry Rd NE #2100, Atlanta, GA 30326

This is an excellent opportunity for a student in an academic program

- Assist with copying, scanning, and filing documents
- Help the Tax team with document processing and filing
- Support colleagues with industry research projects and/or work within our CRM system
- Sort and route mail
- Ensure office and conference rooms are organized
- Support the receiving, stocking, and distribution of office supplies
- Perform routine errands as needed

Qualifications:

- Proficient in Microsoft Office Suite: Outlook/Word/Excel

10 - 20 hours per week

Apply Online at: <https://tinyurl.com/224nkqv2>

Source: Indeed

Registration Coordinator (Dunwoody)



5342 Tilly Mill Road, Atlanta, GA 30338

The Registration Coordinator is responsible for assisting with the registration and administrative process for multiple programs. The position is entry level.

- Ensure that registrations are entered accurately into the CRM/registration management system.
- Manage changes to all registrations.
- Assist members with navigating the community website to register themselves for programs online.
- Work closely with programmers to enter new MJCCA program listings into our registration management system.
- Process payments for registrations (online, cash, and checks) and communicate outstanding balances to members.
- Communicate and explain account charges and credits to families.
- Develop and calculate payment plans for families and communicate agreed upon plans to families.
- Assist community members with logging into the online registration system. Troubleshoot issues as they arise.
- Provide follow-up customer service (phone, email, and in person) to all families.

Qualifications:

- Proficient with computers.
- Experience with data management software or content management systems is a plus.
- Experience with Salesforce is a plus.

9am-5pm, Monday-Friday, occasionally requiring weekends.

\$20 an hour

Apply Online at: <https://tinyurl.com/25a4hesu>

Source: Indeed

Sales Showroom Receptionist (Sandy Springs)



7640 Roswell Road, Atlanta, GA 30350

Responsibilities:

- Warmly greet and welcome clients and other guests to the dealership. Do not leave the reception desk unattended.
- Manage the waiting area and showroom amenities.
- Actively listen to our clients and their needs and interpret body language in order to exceed client's expectations, solve problems, and de-escalate issues.
- Be an organized and productive multi-tasker. Maintain customer contact notes in our CRM system and manage our "up-list".
- Maintain a neat and professional appearance at all times. Must be upbeat and very personable.

Qualifications:

- High school diploma or the equivalent.

Apply Online at: <https://tinyurl.com/2ctdoea6>

Source: Indeed

Receptionist PT (Roswell)



1000 Applewood Dr, Roswell, GA 30076

Receptionists greet all visitors entering the community, answer questions, ensure visitors sign guest sheets, and answer/direct phone calls to the proper residents and staff. Our Receptionists sort, deliver and collect incoming/outgoing community and resident mail, and may be asked to do basic office/clerical functions, and maintain visitor logs. You may also respond to resident emergencies by calling appropriate internal and external parties based on community protocol.

[No qualifications specified in ad.]

\$11.59 - \$14.49 an hour

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

Source: Indeed

Posted 11/17/2024

Salon Receptionist PT (Alpharetta)



11500 Webb Bridge Way, Alpharetta, GA 30005

Along with making sure clients are checked in/out, you'll also be booking appointments, and liasoning between clients and stylists.

[No qualifications specified in ad.]

\$12 - \$14 an hour

Apply Online at: <https://tinyurl.com/2ygw5upv>

Source: Indeed

Posted 11/17/2024

Receptionist (Alpharetta)



253 North Main Street, Alpharetta, GA 30009

Responsibilities:

- Possess and maintain knowledge of the community, its benefits, services provided, the residents, and employees.
- Answer incoming calls in a warm, pleasant, and professional manner.
- Respond to all calls following proper telephone etiquette and taking detailed messages when appropriate.
- Ensure that messages are relayed promptly to the intended person.
- Greet all visitors, residents, family members, and employees in a warm and helpful manner.
- Ensure that the reception areas are clean, neat, and inviting.
- Offer refreshments to visitors and make them feel warm and comfortable.
- Coordinate appointments for residents requesting transportation or hairdressing services.
- Collect resident's mail and prepare it for distribution.
- Provide other assistance with resident services as requested by the Business Office Manager.

Qualifications:

- Proficient in Microsoft Office Word and Excel.

Apply Online at: <https://tinyurl.com/2anc8w4j>

Source: Indeed

Front Desk Receptionist (Roswell)



11205 Alpharetta Hwy UNIT B2, Roswell, GA 30075

Responsibilities:

- Greet and assist clients and visitors in a friendly and professional manner.
- Manage incoming phone calls using phone systems, directing calls as necessary.
- Schedule appointments and manage calendars for staff members.
- Perform clerical duties including filing, data entry, and maintaining organized records.
- Utilize QuickBooks for basic accounting tasks as needed.
- Handle customer inquiries and provide information about services offered.

Qualifications:

- Previous experience in a front desk or receptionist role is preferred but not required.

\$110 - \$150 a day

Apply Online at: <https://tinyurl.com/2cthz8ox>

Source: Indeed

Executive Assistant (Buckhead)



3343 Peachtree Road NE, Atlanta, GA 30326

Responsibilities:

- Manage sensitive matters with a high level of confidentiality and discretion, particularly those impacting global operations and C-Level decisions.
- Coordinate and manage complex scheduling and calendars for senior executives, including professional and personal engagements, ensuring smooth information flow, and resolving any scheduling conflicts.
- Coordinate internal and external resources to streamline workflows and ensure that executive priorities and organizational goals are met.
- Serve as the primary liaison between senior executives and internal/external stakeholders, managing communications, drafting correspondence, and ensuring timely follow-up on various projects and tasks.
- Arrange and manage travel accommodations for executives, prepare and process expense reports, and assist with logistics, such as transportation for visitors and clients.
- Prepare presentations, reports, agendas, and other documents in Word, Excel, and PowerPoint to support organizational objectives, assisting with the creation and management of presentations and decks for meetings.
- Welcome and assist guests, maintain a professional and tidy work environment, and ensure all building security procedures are followed.

Qualifications:

- A bachelor's degree is required.
- At least 5 years of related experience in an executive assistant role, supporting C-Level executives is required.
- Advanced skills in Microsoft Office (Outlook, Word, Excel, PowerPoint).

\$80,000 a year

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

Source: Indeed

Administrative Assistant (Buckhead)



1100 Johnson Ferry Road NE, Atlanta, GA 30342

Responsibilities:

- Welcoming patients with a warm and friendly demeanor over the phone and in person.
- Provides coverage for other Administrative Assistants as needed.
- Schedules patient appointments appropriately.
- Oversee and manage physician's schedule.
- Collects payment as patients check out. Daily batch-out and deposits to bank.
- Keeps medical records up to date for patient appointments and patient requests.

Qualifications:

- High School Diploma or GED, required
- previous medical administrative experience is recommended but not required for this role

Apply Online at: <https://tinyurl.com/25snqx7j>

Source: Indeed

Administrative Assistant (Perimeter)



7 Concourse Parkway NE, Atlanta, GA 30328

Responsibilities:

- Act as Liaison between Sales Manager(s) and clients in Sales Manager's absence. Take booking inquiry information via phone and prepare proper paperwork.
- Uses various computer word processing and other software packages to enter data, produce contracts, correspondence, forms, memorandum and other documents.
- Answer telephone and respond to caller inquiries speaking in a clear and pleasant manner. Exercise decision making skills to direct caller's request. Accurately record messages for staff and distribute the written messages to the staff members in a timely manner.
- Distribute documents to appropriate persons and locations to ensure prompt processing of time sensitive information by hotel and supplier staff. Transport documents weighing up to 10 pounds to offices, mailrooms and other locations throughout the hotel building. Retrieve documents from and place documents into proper receptacles located up to 6 feet high, such as mailboxes, file cabinets, etc.
- Handle individual reservations for VIP clients. Ensure that all arrangements, including upgrades, are handled properly, coordinating with other departments through oral and written instruction.
- Organize, file and retrieve documents in appropriate binders in order to maintain essential records used in the department operation.

Qualifications:

- Hotel experience preferred.
- High School Diploma, Bachelor's Degree preferred.

Apply Online at: <https://tinyurl.com/272heb4l>

Source: Indeed

HR Assistant (Alpharetta)



1355 Windward Concourse Suite 205, Alpharetta, GA 30005

Responsibilities:

- Assist in the recruitment process, including posting job openings, screening resumes, and scheduling interviews
- Maintain employee records and ensure all information is accurate and up to date
- Support the onboarding process for new hires
- Be responsive to employee questions about policies and procedures
- Assist with payroll processing and benefits administration
- Participate in HR projects as needed
- Office tasks – sort mail, order supplies, coordinate events

Qualifications:

- Associate's degree in Human Resources, Business Administration or related work experience
- Previous experience in HR role, preferably using ADP

\$22 - \$25 an hour

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

Source: Indeed

Unit Clerk PT (Buckhead)



5665 Peachtree Dunwoody Rd, Atlanta, GA 30342

Responsibilities:

- Answers unit/department telephones and greets visitors according to departmental procedure; screens calls and takes messages or refers caller/visitor to appropriate staff member.
- Receives and transcribes physicians' orders according to established guidelines.
- Records, updates, and maintains information in patient records in accordance with department protocol and federal, state and organizational guidelines.
- Routes records to appropriate department or staff and maintains confidentiality of information. Operates standard office equipment including telephones, copiers, fax machines, and computers. Inventories, orders, and maintains office supplies and forms; completes purchase requisitions and receives supplies.
- Responds to patient requests via patient intercom system.
- Arranges for medical tests, supplies, equipment treatment and special dietary needs as ordered by a physician.
- Enters and retrieves data related to patient charges and supply orders to include daily reconciliation of patient charges to ensure accurate patient billing process.

Qualifications:

- A high school diploma or equivalent (preferred).
- One year previous clerical experience and experience with various personal computer software applications.

\$16.10 - \$24.96 an hour

Apply Online at: <https://tinyurl.com/2b77k3p3>

Source: Employer Website

Administrative and Intake Coordinator (Chamblee)



2050 Chamblee Tucker Rd, Atlanta, GA 30341

Responsibilities include but are not limited to timely monitoring of SVdP Assistance Lines, making and fielding calls to/from residents in need of direct assistance, referring cases to local chapters (conferences), tracking, reporting, and follow up documentation. Other responsibilities include weekly reporting of Council Support Center activities, event and outreach support, data entry and database reports.

Qualifications:

- Minimum of 2 years of professional experience, preferably in customer service, administrative support or intake
- Proficient in Microsoft Suite including Microsoft Forms, Outlook and Excel
- Bi-lingual (English-Spanish) preferred

Apply Online at: <https://tinyurl.com/26vv7gb6>

Source: Indeed

Administrative Assistant (Chamblee)



5200 Peachtree Road, Atlanta, GA 30341

Responsibilities:

- Answer the phones with a smile, providing helpful and friendly service to clients and colleagues alike.
- Manage tasks and projects efficiently, ensuring everything runs smoothly and on time.
- Handle email and scheduling with precision and attention to detail, keeping everyone in the loop and on schedule.
- Coordinate meetings and events, bringing your energetic flair to make them successful and enjoyable.
- Organize and maintain files and documents electronically, ensuring everything is in its right place.

Qualifications:

- An interest in the accounting or tax space is preferred, though prior experience isn't necessary

Monday to Friday

\$50,000 - \$60,000 a year

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

Source: Indeed

Front Office Coordinator (Sandy Springs)



5950 Roswell Rd, Atlanta, GA 30328

Responsibilities would include, but not limited to: greeting clients, membership sales, collecting payments, confirming appointments, taking calls and scheduling clients for our team, etc.

Qualifications:

- 1 yr + Front Desk Experience Preferred (medical preferred)

\$14.00 /hour + Commission

Apply Online at: <https://tinyurl.com/26g6g6k6>

Source: Indeed

Member Engagement Specialist (Brookhaven)



Cowart Family Ashford Dunwoody YMCA

3692 Ashford Dunwoody Rd, Atlanta, GA 30319

Responsibilities:

- Support operating plans to promote membership/program growth, retention, impact, and safety for the YMCA.
- Support regular activities/events for families and members, on a monthly/recurring basis.
- Maintain accurate program documentation (files, reports, rosters, health records, etc.) for family programs and member engagement activities/events.
- Recruit, hiring, train, and supervise playcenter staff.
- Assist in the marketing and distribution of program information, may organize and schedule program registrations.
- Respond to all member and community inquiries and complaints in a timely manner.
- Consult with the Director on concerns related to child/member behavior.
- Create, manage, and implement processes to activate volunteerism within the Y.
- Collaborate with all department leaders to create value-add opportunities that will enhance the member experience within the Y.
- Document and report on facilities and to the Director any equipment that needs repair and/or replaced.

Qualifications:

- Bachelor's Degree OR Associate degree and 2+ years of experience in member engagement or customer service OR High school diploma and 3+ years of experience in member engagement or customer service
- Proficient knowledge of computers, various technology, and applications

Apply Online at: <https://tinyurl.com/22uoecn3>

Source: Employer Website

Food Service, Housekeeping, & Other Now Hiring – Week of 11/17/24

Host/Hostess (Buckhead)

\$15 - \$16 an hour

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

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

Team Member (Roswell)

\$17.50 an hour

CAVA / 1105 Woodstock Rd Suite 100, Roswell, GA 30075

<https://tinyurl.com/2bqtnhr7>

Dishwasher (Buckhead)

Up to \$17 an hour

Flower Child / 3400 Around Lenox Rd NE, Atlanta, GA 30326

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

Warehouse Associate (Roswell)

\$17 - \$18 an hour

Progressive Lighting / 11580 Alpharetta Highway, Roswell, GA 30076

<https://tinyurl.com/26nf8vz7>

Server PT (Sandy Springs)

\$16 an hour

Mount Vernon Towers / 300 Johnson Ferry Road NE, Atlanta, GA 30328

<https://tinyurl.com/2be8ncmz>

Housekeeping (Roswell)

Intown Suites / 1175 Hembree Road, Roswell, GA 30076

<https://tinyurl.com/29eng59w>

Server (Dunwoody)

\$16 - \$17 an hour

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

<https://tinyurl.com/2akwulm5>

Food Service, Housekeeping, & Other Now Hiring – Week of 11/17/24

Janitorial PT (Dunwoody)

\$11 - \$12 an hour

LA Fitness / 1155 Mount Vernon Highway, Atlanta, GA 30338

<https://tinyurl.com/26l953ma>

Valet Attendant (Sandy Springs)

\$12 an hour

12 oaks Parking / 5665 Peachtree Dunwoody Rd, Atlanta, GA 30342

<https://tinyurl.com/2cto5t9x>

Host (Alpharetta)

\$14 - \$17 an hour

Snooze / 6065 North Point Pkwy Suite 230, Alpharetta, GA 30022

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

Server Assistant (Perimeter)

\$15 - \$18 an hour

Grana / 1210 Ashford Xing, Atlanta, GA 30346

<https://tinyurl.com/2dxewx6b>