
Call Center Agent (Chamblee)



2292 Chamblee Tucker Road, Atlanta, GA 30341

Responsibilities:

- Answer incoming calls promptly and professionally, addressing customer inquiries and concerns.
- Conduct outbound calls to follow up on customer requests or provide information about homecare services.
- Maintain accurate records of customer interactions through data entry in our systems.
- Utilize effective phone etiquette to create a positive experience for customers.
- Check Eligibility of customer homecare and properly advise on service differences.

Qualifications:

- Previous experience in a call center or customer support role is preferred.
- Experience with outbound calling techniques is advantageous.
- A background in admin work is essential

\$14 - \$16 an hour

Apply Online at: <https://tinyurl.com/2buvuk2g>

Source: Indeed

Receptionist (Alpharetta)



11700 Great Oaks Way, Alpharetta, GA 30022

Responsibilities:

- Greet guests in a professional, friendly, and hospitable manner
- Professionally administer all incoming calls and requests
- Type memos, correspondence, reports, and other documents as requested
- Provide callers with information such as company address, directions to the company location, company fax numbers, company website, and related information
- Assist in the ordering, receiving, stocking and distribution of office supplies
- Schedule and maintain conference rooms

Qualifications:

- Working Knowledge MS Office Suite (Word, Excel, Outlook)
- Ability to accurately type 45+ words per minute
- 1 year of related experience in customer service and/or office administration; real estate environment highly desired
- High School Diploma or GED

Apply Online at: <https://tinyurl.com/2ccbqf5r>

Source: Indeed

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

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

\$12 - \$15 an hour

Apply Online at: <https://tinyurl.com/29rmjm72>

Source: Indeed

Patient Service Representative (Alpharetta)



4205 N Point Pkwy Ste A, Alpharetta, GA 30022

Responsibilities:

- Customer Service; acknowledge, smile and greet patients upon arrival/dismissal
- Respond to patient questions and or concerns according to DCA Policies
- Answering Telephones
- Scheduling Appointments
- Maintaining Appointment Book
- Confirming Appointments
- Follow up on no shows/cancellation of Appointments
- Register Patients on sign in sheet
- Post charges and payments to patient accounts
- Checking voice-mail on a daily basis

Qualifications:

- Experience working in a dental office, preferred
- Knowledge of insurance plans (HMO/PPO), is a plus
- Experience answering telephone

Apply Online at: <https://tinyurl.com/26eapx5g>

Source: Indeed

Unit Secretary (Sandy Springs)



1001 Johnson Ferry Road NE, Atlanta, GA 30342

Responsibilities:

- Provides customer service support to internal and external customers with clear and concise communication, e.g., warm greeting protocol, directions, visitor hygiene instructions, visitations guidelines.
- Distributes and collects appropriate paperwork and forms, e.g., phone list, round sheets, careboards, surgical and medical packets, lab labels.
- Maintains patient census and patient identification information. e.g., Epic, census book, patient charts, patient labels.
- Orders and maintains appropriate inventory of unit supplies, e.g., office supplies, formula, blood bank, i-STATs.
- Orients new associates in appropriate unit secretary duties.

Qualifications:

- 2 years of experience in a clerical role
Preferred:
- Experience in a medical setting
- Personal computer skills, including Microsoft Word, PowerPoint, Excel, and other Windows-based applications
- Experience in medical terminology

7a-7p & 8a-8p

Apply Online at: <https://tinyurl.com/26mz6qyt>

Source: Employer Website

Operations Associate (Roswell)



215 Hembree Park Drive, Roswell, GA 30076

In this role, you'll be working closely with our customers scheduling custom event lighting across metro Atlanta using our CRM software. Maintaining great relationships and following up on leads is the key to success.

Qualifications:

- Proficient in Microsoft office, background with CRM software

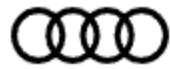
M-F 9am-6pm

\$18 - \$20 an hour

Apply Online at: <https://tinyurl.com/26sgan5k>

Source: Indeed

Greeter (Roswell)



Audi North Atlanta

11505 Alpharetta Highway, Roswell, GA 30076

Responsibilities:

Greet customers and direct to appropriate dealership representative and, or to the waiting area

Communicate with appropriate dealership staff about customers arrival and needs

Work hand and hand with service department to keep scheduled appointments on track

Move vehicles through the service lane to the shop

Bring vehicles back up to the service lane for customers when work has been completed

[No qualifications specified in ad.]

Apply Online at: <https://tinyurl.com/2d22l9hc>

Source: Indeed

Front Desk Agent (Buckhead)



3332 Peachtree Road NE, Atlanta, GA 30326

Front Desk Agents are responsible for greeting and registering the guest providing outstanding guest service during their stay and settling the guest's account upon completion of their stay. Primary responsibilities include: registering guests making and modifying reservations hotel operator and concierge duties. Providing attentive courteous and efficient service to all guests prior to arrival and throughout their stay while maximizing room revenue and occupancy.

Qualifications:

- High School diploma or equivalent required; College course work in related field helpful.
- Experience in a hotel or a related field preferred.

Apply Online at: <https://tinyurl.com/2bqcq7h9>

Source: Indeed

Administrative Assistant



4362 Peachtree Rd NE, Brookhaven, GA 30319

Responsibilities:

- Maintains current knowledge of laws, codes, and regulations pertinent to the functions of the City Council Member(s) including those related to records management, public meetings, and open records. Will be required to complete training for records management and open records.
- Review and research statistical and administrative information as needed.
- Review finished materials for completeness, accuracy, format, compliance with policies and procedures, and appropriate English usage.
- Receive and distribute incoming and outgoing mail; review and evaluate mail to identify those items requiring priority attention.
- Periodically may be asked to provide administrative and clerical support to other department heads, Mayor, City Manager, and City Clerk including scheduling of meetings and appointments under certain circumstances under general direction of City Clerk and City Manager.
- Answer and respond to incoming calls from the District Representative(s) constituents as needed.
- Answering and forward emails to District Representative(s).
- Compose memos, correspondence, and respond to constituent regarding sensitive issues.

Qualifications:

- Two (2) years of study at an accredited college or university.
- Three (3) years of experience performing work related to the described duties; Or equivalent education, and/or experience.

Apply Online at: <https://tinyurl.com/283drbvf>

Source: Employer Website

Retail Administrative Coordinator (Sandy Springs)



1131 Hammond Dr, Atlanta, GA 30328

Responsibilities:

- Takes an active role in the hiring process (scheduling interviews, conducting reference checks, etc.) and in the onboarding process of new Associates
- Maintains Associate personnel files
- Performs daily cash office functions and maintains cash office standards
- Supports Operations Assistant Store Manager with scheduling, expense account monitoring, supply inventory and requisition
- Maintains proper Associate coverage in service areas for a positive customer experience
- Supports and responds to coverage needs throughout the store
- Ensures store team executes tasks and activities according to store plan; prioritizes as needed

Qualifications:

- 1 year retail and 6 months of leadership experience

\$13.00 - \$13.50 an hour

Apply Online at: <https://tinyurl.com/2a22mam8>

Source: Employer Website

Front Desk (Chamblee)



3240 Northeast Expy NE, Atlanta, GA 30341

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.
- Computer literacy: Microsoft Word and Excel.

Apply Online at: <https://tinyurl.com/26xc4lgh>

Source: Indeed

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

Dishwasher (Perimeter)

Up to \$18 an hour

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

<https://tinyurl.com/2xnof5nz>

Event Custodial and Set Up Crew PT (Alpharetta)

\$17 an hour

Phase Events / 12150 Morris Road, Alpharetta, GA 30005

<https://tinyurl.com/292f2gwx>

Lot Attendant (Roswell)

Lexus Roswell / 980 Mansell Road, Roswell, GA 30076

<https://tinyurl.com/23u9juvz>

Crew Member PT (Dunwoody)

\$15 - \$20 an hour

Moe's / 5562 Chamblee Dunwoody Rd, Atlanta, GA 30338

<https://tinyurl.com/228nf5qt>

Room Attendant (Alpharetta)

\$13.50 - \$14.00 an hour

Hampton / 16785 Old Morris Road, Alpharetta, GA 30004

<https://tinyurl.com/246s96da>

Warehouse Associate (Roswell)

Up to \$18 an hour

Mattress Firm / 620 W Crossville Rd, Roswell, GA 30075

<https://tinyurl.com/29aar893>

Hostess PT (Alpharetta)

The Hotel Avalon Alpharetta / 9000 Avalon Boulevard, Alpharetta, GA 30009

<https://tinyurl.com/24f3rc2d>

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

Doorman 3pm-11pm (Buckhead)

\$12 an hour

Selig Parking / J.W. Marriott Buckhead 3300 Lenox Road NE, Atlanta, GA 30326

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

Housekeeper PT (Alpharetta)

\$12.56 - \$32.96 an hour

Extended Stay Hotel / 3331 Old Milton Pkwy., Alpharetta, GA 30005

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

Donor Specialist (Sandy Springs)

\$13 an hour

Goodwill / 8331 Roswell Road, Sandy Springs, GA 30350

<https://tinyurl.com/24bfph22>

Dishwasher (Sandy Springs)

\$16 an hour

Morrison Living / 300 Johnson Ferry Road NE, Atlanta, GA 30328

<https://tinyurl.com/251qv6wj>