
Call Center Billing Representative (Alpharetta / Remote)



The Call Center Representative I will receive inbound phone calls at our call center from Ryder Platinum National Accounts, Ryder Shops, and On Demand Customers and will be responsible to help schedule service for truck and trailer breakdowns, plus scheduling preventive maintenance (PM) service, as well as assist with service related questions.

- **CUSTOMER SERVICE:** Assist customers who are experiencing a vehicle breakdown Execute customer communication protocol pertaining to vehicle breakdowns and PM scheduling and follow-up, and vehicle status updates Improve the quality and consistency of customer communications and ensure customer's expectations are met Drive improvement of Customer Satisfaction Index (CSI) scores
- **WORK FLOW MANAGEMENT:** Enhance service productivity by identifying available resources through effectively following shift scheduling including scheduled breaks and lunch times Coordinate with on-call technicians, rental counter team, and the customer's drivers and dispatch teams to identify repair requirements and available substitute units Coordinate outside repair with vendors and customers
- **ADMINISTRATIVE:** Effectively handle all incoming calls and follow up calls Process customer service requests on a variety of topics for our customers. Assist with questions related to billing, warranty, compliance paperwork, and etc

Qualifications:

- H.S. diploma/GED required
- Three (3) years or more in Customer Service with issues resolution required
- Candidates with accounting, billing and/or credit experience strongly preferred

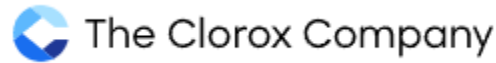
3 weeks of training in Alpharetta, GA

\$17 an hour

Apply Online at: <https://tinyurl.com/23dfg74z>

Source: Employer Website

Administrative Assistant (Alpharetta)



1150 Sanctuary Pkwy, Alpharetta, GA 30009

Responsibilities:

- Manage calendars and schedules, schedule meetings, book travel, etc.
- Plan and prepare for and/or run logistics for meetings.
- Prepare and/or update documents (Word, PPT, Excel).
- Collaborate with colleagues to accomplish different aspects of the job and/or help with broader enterprise and office needs.

Qualifications:

- 3+ years supporting a Senior Executive in a high volume, fast-paced environment
- High School Diploma or equivalent required. Advanced degree strongly preferred
- Experience providing administrative support for executives
- Strong proficiency with Microsoft Office (e.g., Teams, Outlook, Word, Excel, PowerPoint).
- Understanding of modern technology (e.g., Zoom, MS Teams, video conferencing, in-room collaboration tools, etc.)

\$21.54 - \$44.95 an hour

Apply Online at: <https://tinyurl.com/24keu8fh>

Source: Employer Website

Front Desk Agent (Alpharetta)



AN IHG HOTEL

2715 Old Milton Pkwy, Alpharetta, GA 30009

Responsibilities:

- Kicking off truly memorable guest experiences with the warmest of welcomes
- Acknowledging IHG Rewards Club members and returning guests in person or over the phone
- Taking, managing, and receiving payments for guest bookings
- Making the check-in and check-out process feel swift and seamless
- Staying one step of our guests' needs to anticipate requests and offer tailored recommendations
- Being our guests' trusted contact - helping with everything from bill issues to restaurant recommendations

Qualifications:

- Tech-savvy

\$15.50 an hour

Apply Online at: <https://tinyurl.com/22967ecq>

Source: Employer Website

Administrative Assistant II PT (Alpharetta)



LAWRENCEVILLE | ALPHARETTA-NORTH FULTON

2875 Old Milton Pkwy, Alpharetta, GA 30009

Responsibilities:

- Perform general office procedures to include processing of mail, answering of telephone, use copier, and procedures that lead to efficiency and effectiveness of the office
- Support in the areas of course scheduling, faculty evaluation, room assignments, student registration, orientation, educational research and data collection, special projects, and general administrative support

Qualifications:

- Associates degree in Business Administrative Technology *and* One (1) year of related work experience OR High school diploma or equivalent *and* Two (2) years of related work experience.
- Previous experience working in an academic setting preferred

29 hour part-time

\$17.42 an hour

Apply Online at: <https://tinyurl.com/292g86dm>

Source: Employer Website

Front Desk Attendant (Roswell)



Horseshoe Bend Country Club

2100 Steeplechase Lane, Roswell, GA 30076

The Front Desk Attendant is under the direct supervision of the Athletics and Youth Activities Manager and is responsible for assisting in the day-to-day operations of the Athletic Center. He or she provides exceptional customer service to our members and guests. Other responsibilities include answering phone calls and emails, court management, and program and event promotion.

Qualifications:

- High School diploma or equivalent.
- Knowledge of Tennis and enthusiasm for the game is preferred.
- At least one year of customer service experience or experience in a similar setting.
- Comfortable with computers and technology; ability to learn Microsoft Office and Northstar platforms.

Apply Online at: <https://tinyurl.com/2bm9cxmx>

Source: Indeed

Receptionist (Alpharetta)



12600 Deerfield Parkway, Alpharetta, GA 30004

Responsibilities:

- Answering and transferring phone calls to employees
- Sorting and delivering mail to staff members
- Greeting visitors warmly upon their arrival for meetings with management or staff

[No qualifications specified in ad.]

Monday through Friday, 9:00 AM to 5:00 PM

\$15 - \$17 an hour

Apply Online at: <https://tinyurl.com/26sl5q6g>

Source: Indeed

Executive Assistant (Alpharetta)



1245 Old Alpharetta Rd Alpharetta, GA, 30005

Responsibilities:

- Work independently on special nonrecurring and ongoing projects and initiate continuous improvement initiatives.
- Manage calendars, coordinate meetings and travel arrangements, and prepare and track expense reports for site leadership.
- Author and prepare general correspondence, memos, charts, tables, graphs, business plans, etc.
- Greet and assist visitors and vendors, and handle telephone calls and messages as necessary.

Qualifications:

- Minimum High School Diploma or equivalent.
- Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point).
- Bachelor's degree highly preferred.
- Minimum of two years of administrative support experience preferred.

Apply Online at: <https://tinyurl.com/29b7ay6x>

Source: Employer Website

Sales Admin Assistant (Roswell)



A DIVINE EVENT
WICKEDLY DELICIOUS

674 Mimosa Boulevard, Roswell, GA 30075

Responsibilities:

- Assist with taking sales tours and walk-ins as needed.
- Open Primrose Cottage each working day surveying to be sure facility is “show ready”
- Greet visitors
- Make refreshments for visitors as needed
- Assist with shutting down Primrose Cottage at the end of each working day
- Take phone inquiries and handle phone sales as well as planning questions when needed
- Book sales appointments for touring the facility
- Book the venues for events, including preparing sales proposals and contracts
- Manage and Follow up on email/ phone sales inquiries, Daily, as per SOP
- Assist in accepting and verifying deliveries from vendors as needed
- Assist Venue Coordinator with appointment scheduling
- Personal Item Delivery Management for PC clients
- Support our marketing initiatives by submitting 2-3 Social Media posts or videos each week to Social Media Coordinator on Instagram, TikTok, or FB platforms for Primrose Cottage

Qualifications:

- Customer service: 2 years (Preferred)

\$40,000 - \$50,000 a year

Apply Online at: <https://tinyurl.com/2b5tsvbp>

Source: Indeed

Sales Coordinator (Buckhead)



3391 Peachtree Road NE, Atlanta, GA 30326

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/23lmwlfq>

Source: Indeed

HR Generalist (Sandy Springs)



5565 Glenridge Connector, Atlanta, GA 30342

Responsibilities:

- Manage the onboarding process for new employees, ensuring they complete necessary paperwork, benefits review, and are integrated into the company culture.
- Act as a liaison between employees and management to resolve workplace issues, conflicts, and complaints.
- Provide guidance to employees on company policies, procedures, and benefits.
- Provide guidance on employee compensation and benefits inquiries.
- Ensure company policies comply with federal, state, and local labor laws and regulations.
- Maintain employee records and documentation in line with legal requirements and best practices.
- Assist in performance evaluation processes, New hire check ins, including setting goals, conducting reviews, and providing feedback.
- Maintain accurate and up-to-date HR records and generate reports related to employee metrics, retention, turnover, and other relevant HR data.

Qualifications:

- A bachelor's degree in Human Resources, Business Administration, or a related field is typically required.
- 3-5 years of HR generalist experience or in a related HR position.

\$45,000 - \$55,000 a year

Apply Online at: <https://tinyurl.com/24og9ahs>

Source: Indeed

Salon Guest Coordinator (Buckhead)



3872 Roswell Road NE, Atlanta, GA 30342

Responsibilities:

- Greet guests warmly and ensure they feel welcome upon arrival.
- Manage appointment scheduling and maintain an organized booking system.
- Overseeing stock levels of products and supplies, ensuring the salon is well-equipped at all times .
- Maintain cleanliness and organization of the front desk salon environment.

Qualifications:

- Previous experience with guest care or retail environment is preferred.

\$20 - \$21 an hour

Apply Online at: <https://tinyurl.com/24b9f73r>

Source: Indeed

Human Resources Coordinator (Perimeter)



1050 Crown Pointe Parkway, Atlanta, GA 30338

Responsibilities:

- Review and approve transfers, promotions, and demotions.
- Review termination and disciplinary actions to ensure they comply with PSSI policies and procedures.
- Prepare and submit WARN letters to team members as needed.
- Review and develop policies for the team member handbook.
- Review and process unemployment claims.
- Provide employment verifications to team members as needed.
- Organize and generate random drug testing as needed.
- Run and distribute reports as needed.
- Receive and respond to multiple phone calls and emails daily.
- Coach operations management on PSSI policies and procedures as well as state and federal laws.

Qualifications:

- High School Diploma or General Education Degree ("GED").
- 2 or more years of Human Resources related experience.
- Efficient in Microsoft Office and Adobe products.

Apply Online at: <https://tinyurl.com/27rdc7ph>

Source: Indeed

Training Coordinator (Perimeter)



4891 Ashford Dunwoody Road, Atlanta, GA 30338

Responsibilities:

- Conduct the safety training requirements portion of new employee orientation
- Oversee or assist with departmental training
- Oversee, implement or assist with the implementation of annual safety training
- Ensure training on SOP bulletins and/or updates are implemented in a timely manner
- Schedule, review and assess the completion of annual competency requirements
- Travel within the district to conduct training sessions and ensure training by branch trainer is implemented consistently and effectively
- Audit department personnel to ensure staff performs procedures consistently and within SOP/Training guidelines and requirements

Qualifications:

- Associate's degree; an equivalent combination of education, training, and experience may be substituted
- Strong computer skills including Microsoft Office applications
- Preferred:
 - Bachelor's degree
 - Training and/or education experience

\$19.75 - \$21.73 an hour

Apply Online at: <https://tinyurl.com/2bwsxvv7>

Source: Employer Website

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.]

\$11.88 - \$14.85 an hour

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

Source: Indeed

Receptionist (Buckhead)



3550 Lenox Road NE Suite 2300, Atlanta, GA 30326

Responsibilities:

- Receive and direct incoming calls to appropriate personnel and voicemail.
- Greet clients, applicants, and visitors upon arrival. Issue visitor passes and parking validations and follow security protocols.
- Schedule and prepare meeting and conference rooms. This includes room setup, placing catering orders, and securing technological equipment. Request building and housekeeping services as needed.
- Perform general clerical duties including distributing office faxes and packages and ordering office supplies.
- Track incoming and outgoing packages, mail, and freight. Arrange messenger service as needed. Arrange hospitality services for guests such as transportation, tickets, reservations, etc.

Qualifications:

- High School Diploma or GED with up to 2 years of job-related experience.
- Working knowledge of Microsoft Office products. Examples include Word, Excel, Outlook, etc.

Apply Online at: <https://tinyurl.com/2am8qxoz>

Source: Employer Website

Front Desk Receptionist (Alpharetta)



11855 Alpharetta Hwy, Roswell, GA 30076

Responsibilities:

- Patient Reception: Greet patients and visitors warmly as they arrive at the facility, ensuring a welcoming and professional environment.
- Appointment Scheduling: Manage patient appointments, including scheduling, rescheduling, and cancellations, while optimizing the provider's schedule.
- Patient Check-In/Check-Out: Assist patients with the check-in/check-out process, including verifying insurance information, collecting co-pays, and providing necessary forms.
- Phone Management: Answer incoming phone calls, address patient inquiries, direct calls to the appropriate staff, and take messages as necessary.
- Administrative Support: Maintain accurate patient records, process medical forms, manage correspondence, and perform other clerical duties as required.
- Billing and Payments: Handle patient billing inquiries, process payments, and ensure accurate financial records.

Qualifications:

- Education: High school diploma or equivalent required. An associate's degree or certification in medical office administration is preferred.
- Experience: Previous experience in a medical office or healthcare setting preferred.

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

Source: Indeed

Spa Front Desk PT (Buckhead)



3434 Peachtree Road NE, Atlanta, GA 30326

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.
- Complete the check in process by inputting and retrieving information from a computer system, including type and length of treatment. Promote brand marketing programs. Make appropriate selection of treatments based on guest needs.
- Handle cash, make change and balance an assigned house bank. Accept and record vouchers, travelers' checks, and other forms of payment. Post charges to guest rooms and house accounts using the computer.
- Promptly answer the telephone using positive and clear communication. Retrieve messages and communicate the content to the guest. Retrieve mail from mailbox.
- Close guest accounts at time of check out and ensure satisfaction. In the event of dissatisfaction, negotiate compromise, which may include authorizing revenue allowances.
- Field guest complaints, conducting thorough research to develop the most effective solutions and negotiate results. Listen and extend assistance in order to resolve problems. Remain calm and alert especially during emergency situations and heavy activity. Plan and implement detailed steps by using experienced judgment and discretion.

Qualifications:

- Considerable skill in the use of a calculator to prepare moderately complex mathematical calculations without error.

Apply Online at: <https://tinyurl.com/2aoqs4np>

Source: Indeed

Food Service, Housekeeping, & Other Now Hiring – Week of 12/8/24

Server/Cashier Pt (Sandy Springs)

\$14 - \$16 an hour

YCF / 5775 Glenridge Drive, Atlanta, GA 30328

<https://tinyurl.com/2c7wdfxt>

Dishroom Transporter (Sandy Springs)

Northside Hospital / 1000 Johnson Ferry Rd NE, Atlanta, GA 30342

<https://tinyurl.com/2757d8r9>

Service Porter (Sandy Springs)

Jim Ellis Ford / 7555 Roswell Rd, Atlanta, GA 30350

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

Housekeeper PT (Alpharetta)

\$17 an hour

Inspired Living Senior Living / 11450 Morris Road, Alpharetta, GA 30005

<https://tinyurl.com/28tsvd7o>

Front of House (Sandy Springs)

\$11 - \$14 an hour

NEWK's / 1181 Hammond Dr NE Ste 1000, Dunwoody, GA 30346

<https://tinyurl.com/295c5hyr>

Back Of House PT (Brookhaven)

LOOK Dine-In Cinema / 1004 Town Blvd NE, Brookhaven, GA 30319

<https://tinyurl.com/28te5vab>

Housekeeper (Roswell)

\$14.50 - \$15.00 an hour

Vickery Rose Retirement / 295 E Crossville Rd, Roswell, GA 30075

<https://tinyurl.com/2363x94j>

Server PT (Sandy Springs)

\$13.00 - \$14.95 an hour

Sunrise at Huntcliff Summit / 8592 Roswell Road, Sandy Springs, GA 30350

<https://tinyurl.com/2ykr3rr3>