
Promotion Planner (Chamblee)



4370 Peachtree Rd NE, Atlanta, GA 30319

Responsibilities:

- Build and maintain a database of house numbers to ensure correct placement on-air.
- Work closely with the writer/producers and graphic artists to coordinate production timelines.
- Adhere to the scheduling deadlines of the sales operations department.
- Coordinate with broadcast operations to handle last-minute changes and timing adjustments.
- Assist with promotional shoots for the network.
- Provide backup coverage for other planners as needed.

Qualifications:

- Some television experience (especially promotions, programming, or traffic/operations) preferred but not required. Training will be provided on specific software and network procedures.
- College degree or equivalent work experience.

Work from home two days per week and work in the office three days per week.

Apply Online at: <https://tinyurl.com/235jwpug>

Source: Indeed

Receptionist (Dunwoody)



1445 Mount Vernon Road, Dunwoody, GA 30338

Responsibilities:

- Welcome and greet parents, students, staff, and visitors warmly and professionally.
- Occupy the reception area, and escort students and visitors on campus
- Answer phone calls, address inquiries, monitor and respond to school email inbox and "Contact us" online form, and redirect calls and/or messages as appropriate.
- Receive and manage incoming and outgoing mail, packages, and deliveries.
- Maintain a clean and organized reception area.
- Assist with general administrative tasks, including data entry, filing, mailings, creating labels, printing, and photocopying.
- Manage the school's calendar and schedule appointments for staff members as needed.
- Support school-wide events, such as parent-teacher conferences and school meetings, by coordinating logistics and preparing materials.
- Collaborate with other administrative personnel to ensure efficient operation of the school office.
- Make sure office, storage areas, and conference rooms are professional, tidy and organized

Qualifications:

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

\$35,000 a year

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

Source: Indeed

Human Resources Technician 1 (Chamblee)



5025 New Peachtree Rd, Chamblee, GA 30341

Under general supervision, processes personnel and/or position actions and resolves related problems. Provides information to agency staff regarding transactions or other routine personnel issues. May process payroll information, distribute pay checks, perform benefits enrollments and/or claims processing, maintain agency leave record, or perform other routine personnel or clerical functions.

Qualifications:

- Six months of full time clerical level experience with primary responsibility for processing at least one personnel function (e.g., payroll, transactions, benefits, workers compensation)

Apply Online at: <https://tinyurl.com/2yq7kz4w>

Source: Employer Website

Client Services Specialist (Roswell)



11270 Elkins Road, Roswell, GA 30076

Client Services Specialist is an important role to connect clients to the programs and services that NFCC offers. The role includes data entry, updating clients' applications, and keeping clients and students informed of programs and service enhancements.

- Serve as the reception point of first contact to NFCC.
- Welcome and log in client assistance at intake desk.
- Informs clients and potential clients to NFCC services and programs.
- Assist clients to enroll in special NFCC services and programs.
- Assist agency programs with translation communications.
- Answers general questions and provides information and referrals to other agencies.
- Enters data for client applications within NFCC databases including Salesforce.
- Serve as point of contact other partner agency staff.
- Regularly works with volunteers.

Qualifications:

- Knowledge of MS Office preferred (word and excel)
- High School Degree or equivalent.
- One - Two years of customer experience or other relevant experience.
- Bilingual preferred (English/Spanish).

Apply Online at: <https://tinyurl.com/2c95fpy9>

Source: Indeed

Human Resources Assistant (Buckhead)



3393 Peachtree Road NE, Atlanta, GA 30326

Responsibilities:

- Assist with day to day operations of the HR functions and duties
- Provide clerical and administrative support to Human Resources Manager
- Compile and update employee records (hard and soft copies)
- Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc)
- Coordinate HR projects (meetings, training, surveys etc) and take minutes
- Deal with employee requests regarding human resources issues, rules, and regulations
- Assist in payroll preparation by providing relevant data (absences, bonus, leaves, etc)
- Communicate with public services when necessary
- Properly handle complaints and grievance procedures
- Coordinate communication with candidates and schedule interviews
- Assist our recruiters to source candidates and update our database

Qualifications:

- Proven experience as an HR assistant, staff assistant or relevant human resources/administrative position
- Fast computer typing skills (MS Office, in particular)

Monday to Friday

\$16 - \$18 an hour

Apply Online at: <https://tinyurl.com/24ysl5zv>

Source: Indeed

Front Office Assistant (Sandy Springs)



1000 Johnson Ferry Rd NE, Atlanta, GA 30342

Performs a variety of administrative, secretarial and clerical duties, which directly support patient care and practice personnel in the overall operation of the practice.

Qualifications:

- High School Diploma or equivalent.
- One of the following:
 - 6 months of Clerical/Secretarial Experience or 6 months of customer service experience
 - Completion of a technical, diploma or certificate of credit program
 - Associate's Degree

Apply Online at: <https://tinyurl.com/24tuns9h>

Source: Employer Website

Front Desk Agent (Alpharetta)



5775 Windward Parkway, Alpharetta, GA 30005

Responsibilities:

- Provide that critical first impression to our guests and have a natural passion for delivering exceptional service.
- Welcome and serve guests in person and over the phone everyday.
- You will regularly use a computer and different software.

[No qualifications specified in ad.]

Apply Online at: <https://tinyurl.com/276ljrsw>

Source: Indeed

Front Desk Receptionist (Alpharetta)



3005 Old Alabama Rd #4000, Alpharetta, GA 30022

Responsibilities:

- Greet Families with a smile!
- Answer phone calls and respond to email inquiries
- Be informed on our swim curriculum and help families choose their class schedule and complete registration
- Take payment for retail products sold in lobby area
- Give out stickers, high fives, and celebrate swim achievements with students and parents!
- Maintain the cleanliness of the school throughout shift

Qualifications:

- Sales/Admin/Office experience OR,
- Babysitting/nannying experience OR,
- Teaching/tutoring experience

\$13 - \$15 an hour

Apply Online at: <https://tinyurl.com/2aew7xhs>

Source: Indeed

Registry Guest Services Associate (Sandy Springs)



5665 Peachtree Dunwoody Rd, Atlanta, GA 30342

Responsibilities:

- Provides a welcoming and supportive environment for all people entering assigned areas.
- Provides paging for emergency situations.
- Greets and acknowledges all patients, guests and employees entering facilities with a smile and appropriate salutation (good morning, good afternoon, good evening).
- Provides wayfinding information to all guests, including specific directions to each department within the facility.
- Communicates services and capabilities of each facility.
- Responds to incoming calls for directions and related information promptly, effectively, courteously.
- Provides coverage as needed for the front desk and lobby. Maintains, rearranges, orders, and waters flowers for lobbies and other designated areas.
- Maintains bulletin boards. Monitors the magazines and lending library. Disburses refunds for the vending machines.
- Issues tokens and valet parking passes when necessary.
- Maintains lost and found.

Qualifications:

- A high school diploma or equivalent preferred.

Apply Online at: <https://tinyurl.com/26numts2>

Source: Employer Website

Concierge PT (Sandy Springs)



8592 Roswell Road, Sandy Springs, GA 30350

Responsibilities:

- Monitoring the Bistro area for refreshments, music, cleanliness
- General administrative duties
- Welcoming and support the hospitality of a Sunrise community.

Qualifications:

- A high school diploma or GED is required
- Proven experience in a customer service role is also required, having demonstrated excellent customer service, organizational and communication skills
- Proficiency in computer skills to include the use of Microsoft Outlook, Word and Excel

\$13.00 - \$14.95 an hour

Apply Online at: <https://tinyurl.com/25zrr4bg>

Source: Employer Website

Receptionist / Office Assistant (Buckhead)



3023 Maple Drive NE, Atlanta, GA 30305

Responsibilities:

- Greet clients and visitors with a positive, helpful attitude.
- Announcing clients as necessary.
- Assisting with a variety of administrative tasks including copying, faxing, filing and taking notes.
- Courier to and from client offices.
- Office errands - mileage reimbursement approved.
- Answering phones in a professional manner, and routing calls as necessary.
- Assisting colleagues with administrative tasks.
- Performing ad-hoc administrative duties.
- Sorting and distributing mail.
- Provide excellent customer service.
- Scheduling appointments.
- Payroll processing
- QuickBooks data entry

Qualifications:

- Competency in Microsoft Office applications such as Word and Excel
- Prior experience as a receptionist

\$21.64 - \$26.00 an hour

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

Source: Indeed

School Receptionist (Roswell)



1335 Northmeadow Parkway, Roswell, GA 30076

Responsibilities:

- Opens, reads, and routes all mail; maintains files of correspondence and records.
- Answers telephone and screens, refers, records and follows through on messages.
- Acts as receptionist for the school, setting a positive tone for pupils, parents and visitors; assists students, parents and visitors entering the office area.
- Maintains employee's attendance information, time entry and pay records.
- Monitors emergency communication system.
- Types correspondence, reports, purchase orders and other materials for the principal; proofreads typed materials for grammar, spelling, punctuation, and word usage to avoid errors.
- Utilizes student information system to access information as needed.

Qualifications:

- Three years of responsible clerical experience
- Bachelor's or Associates degree preferred

\$35,000 a year

Apply Online at: <https://tinyurl.com/2c5h5tqe>

Source: Indeed

Sales Support / Administrative Assistant (Alpharetta)



1110 Powers Pl, Alpharetta, GA 30009

Responsibilities:

- Communicating with customers via the phone and email to answer inquiries.
- Sales Support; data entry, order entry, order follow up
- Identify prospect needs/objections and create solutions to increase sales.
- Assist sales with special projects.

Qualifications:

- Must have knowledge of Excel, Word, Outlook
- Must maintain a valid driver's license and insurance coverage

Monday to Friday

\$17 - \$20 an hour

Apply Online at: <https://tinyurl.com/27j5yz5l>

Source: Indeed

Executive Admin (Doraville)



5766 Buford Hwy NE, Doraville, GA 30340

Responsibilities:

- Schedule and calendar management including scheduling and organizing meetings, scheduling travel, and coordinating special events as needed.
- Coordination of and support for video and teleconference meetings.
- Processing of invoices, expenses and payments.
- Presentation preparation.
- General office administration responsibilities including receiving phone calls and messages, filing, copying, transcribing, mailing, etc.
- Recording, compiling, entering data and retrieving information as needed.

Qualifications:

- At least 5 years of experience in Executive Assistant or Office Administration
- Retail experience preferred
- Bachelor's degree preferred

\$20.50 - \$27.00 an hour

Apply Online at: <https://tinyurl.com/22uf48f2>

Source: Employer Website

Administrative Assistant (Chamblee)



3301 Buckeye Road, Atlanta, GA 30341

Responsibilities:

- Answer telephones professionally and in a timely manner. Accurately record phone messages when receiver is unavailable.
- Recruit, screen, and profile applicants for open positions.
- Recommend qualified candidates for positions.
- Maintain and update Applicant Flow Logs.
- Complete background investigations on applicants.
- Maintain and update an accurate employee list with correct employee contact information and addresses.

Qualifications:

- Working knowledge of Microsoft Office.
- High School Graduate or G.E.D.

Apply Online at: <https://tinyurl.com/24mpzz4h>

Source: Indeed

Administrative Coordinator (Brookhaven)



1575 Northeast Expy NE, Brookhaven, GA 30329

Responsibilities:

- Maintains calendar, schedules appointments, and works with leader to manage time.
- Supports management staff or department by typing and editing correspondence, file maintenance, document reproduction, scheduling appointments, disseminating departmental information and answering telephone (answering callers' questions and providing requested information as necessary).
- Performs financial administration duties that may include reconciliation of cash activities and financial spending transactions on a monthly basis and input/submission of expense reports and invoices for payment.
- Screens incoming phone calls, and manages relationship with outside vendors and internal staff.
- Prepares and disseminates department and committee minutes/agenda and other meeting materials
- Creates and edits documents using PowerPoint, Excel, and Word, while ensuring documents adhere to Children's style guidelines.
- Assists with the preparation and auditing of the departmental or project budget(s) and tracking/monitoring of related expenses.

Qualifications:

- Two years of administrative support role experience in professional office environment
- Bachelor's degree in business, healthcare, or related field preferred
- Proficient in full suite of Microsoft Office and other Windows-based applications
- Experience scheduling multi-stakeholder meetings and coordinating meeting logistics, agendas, and minutes

Monday-Friday

Apply Online at: <https://tinyurl.com/2327ru43>

Source: Indeed

Human Resources Coordinator



1 Galambos Way, Sandy Springs, GA 30328

Responsibilities:

- Serve as the first point of contact for HR-related inquiries by screening visitors, answering telephone calls, monitoring emails, and managing the Human Resources Dashboard.
- Utilize judgment and interpret policies, rules, procedures, and ordinances to provide accurate responses.
- Perform clerical functions, including making photocopies, mailing, scanning, emailing documents, and uploading records to personnel files.
- Schedule meetings, interviews, and coordinate other HR-related events as requested.
- Assist with the recruitment process, including posting job openings, tracking candidate status in the HRIS, and coordinating interviews.
- Administer health and welfare plans, including enrollments, changes, and terminations.
- Process documentation through payroll and insurance providers to ensure accurate record-keeping and proper deductions.
- Maintain HR systems, including ADP Workforce Now and Time & Attendance.

Qualifications:

- Associate's degree in human resources or related field and/or equivalent experience.
- Two (2) years of related experience required.
- Experience with ADP & Enhanced Time preferred

\$60,282.76 - \$78,367.59 a year

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

Source: Employer Website

Food Service, Housekeeping, & Other Now Hiring – Week of 12/15/24

Food Services Storeroom Attendant (Sandy Springs)
Northside Hospital / 1000 Johnson Ferry Road NE, Atlanta, GA 30342
<https://tinyurl.com/267oj33e>

Dealership Valet, Service Porter, Greeter (Sandy Springs)
\$14 an hour
Citrin / RBM | 7640 Roswell Road, Atlanta, GA 30350
<https://tinyurl.com/2bsqwowj>

Culinary Assistant (Perimeter)
The Emily Program / 41 Perimeter Center East, Dunwoody, GA 30346
<https://tinyurl.com/2bvd4287>

Dishwasher (Perimeter)
\$15 - \$17 an hour
The Cheesecake Factory / 4400 Ashford Dunwoody Road, Atlanta, GA 30346
<https://tinyurl.com/28okxurd>

Dishwasher PT (Brookhaven)
\$13.96 - \$14.59 an hour
The Ashford / 1418 Dresden Dr NE, Brookhaven, GA 30319
<https://tinyurl.com/2ba33acr>

Dishwasher Pt (Buckhead)
\$14 - \$16 an hour
ST. CECILIA / 3455 Peachtree Road NE, Atlanta, GA 30326
<https://tinyurl.com/29sm6yqg>

Housekeeper Pt (Buckhead)
Legacy Ridge / 4804 Roswell Road, Atlanta, GA 30342
<https://tinyurl.com/2xw9zboe>

Housekeeper (Perimeter)
\$13.00 - \$14.95 an hour
Sunrise / 1240 Ashford Center Parkway, Dunwoody, GA 30338
<https://tinyurl.com/2b9oqoqk>