
Front Desk Administrator PT (Alpharetta)



8995 Westside Parkway, Alpharetta, GA 30009

Responsibilities:

- Answer and direct incoming phone calls
- Manage and distribute incoming and outgoing mail and packages
- Greet and direct visitors and guests
- Order and maintain supplies
- Stock breakroom daily
- Perform general office and administrative tasks
- Assist various departments when needed
- Enter data, file, and organize confidential documents / information

Qualifications:

- Basic computer skills - Word and Excel

Monday and Wednesday 10:00am 7:00pm and Friday 9am-2pm

\$15 - \$18 an hour

Apply Online at: <https://tinyurl.com/227nws79>

Source: Indeed

Service Concierge (Sandy Springs)



7640 Roswell Road, Atlanta, GA 30350

The primary goal of a Service Concierge is to ensure our clients have a truly exceptional experience when coming in for Service.

- Warmly greet and welcome clients and other guests to the dealership.
- Check-in clients for service appointments and ensure that no client waits too long to speak with an advisor.
- Manage the waiting area and 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.
- Record details of inquiries, comments, and complaints. Proactively communicate potential issues to management and other departments in order to provide the best possible customer experience.
- Generate courtesy car loaner agreements, explain terms to clients, collect required documentation, and complete vehicle inspections.
- Check-out clients picking up their vehicles from service, collect payment, complete courtesy car returns, and connect clients with their advisor or manager if they have questions.

Qualifications:

- High school diploma or the equivalent
- Previous experience in a similar role with similar responsibilities (receptionist, cashier, call center associate, front desk clerk, concierge)

\$16 - \$17 an hour

Apply Online at: <https://tinyurl.com/2a4owr47>

Source: Indeed

Membership / Information Specialist (Sandy Springs)



5784 Lake Forrest Dr NW, Sandy Springs, GA 30328

This position represents AMAS and its clients; with specific responsibilities and duties related to the membership department. Also assist in answering general questions related to our school, real estate education courses, as well as association services. Primary responsibilities include answering a multi-line switchboard, processing membership applications, membership transfers, and email correspondences

- Provide backup to the other Membership & Information Specialist position(s) (on the phones, as well as reception area)
- Greet members, students, tenants, guests entering the building promptly & courteously
- Respond to all phone calls/voicemails & emails promptly and efficiently
- Process new membership applications
- Update member data in Ramco database - member transfers, duplicate records, etc.
- Process payments / dues renewals
- Correct data errors as needed
- Reconcile class/orientation information - as assigned

Qualifications:

- Good working knowledge of Google Suites (mail, docs, drive, sheets)
- Associates Degree or related office experience preferred.
- A minimum of 3 years office experience in a professional environment

\$19 - \$20 an hour

Apply Online at: <https://tinyurl.com/2ag67spg>

Source: Indeed

Overnight Receptionist - Every Other Weekend (Alpharetta)



12300 Morris Road, Alpharetta, GA 30005

Responsibilities:

- Answers and screens all incoming telephone calls
- Greets all visitors in a friendly, courteous, and professional manner
- Screens and requires visitors to "sign in" at reception desk
- Notifies Residents and Administration of visitors
- Instructs Resident's visitor according to Resident's instructions
- Receives and processes incoming mail or packages as needed
- Maintains and updates Emergency Log and keeps log at front desk

Qualifications:

- High School Diploma or GED Required
- Two (2) years of related experience preferred
- Must have word-processing and clerical skills

Apply Online at: <https://tinyurl.com/22y866sp>

Source: Indeed

Front Desk Representative PT (Perimeter)



4400 Ashford Dunwoody Road NE, Atlanta, GA 30346

Responsibilities:

- Greet clients with a warm and welcoming attitude as they enter the salon
- Schedule appointments and manage the salon's booking system efficiently
- Answer phone calls and respond to client inquiries in a professional manner
- Maintain cleanliness and organization of the front desk area and lobby
- Assist stylists and technicians with various tasks as needed

Qualifications:

- Previous experience in customer service or hospitality preferred
- Proficiency in basic computer skills and familiarity with salon software is a plus

Wednesdays and Fridays 9:30am to 5:30pm, Saturdays 9:00am to 5:30

\$15 - \$16 an hour

Apply Online at: <https://tinyurl.com/2bxuq3sa>

Source: Indeed

Front Office Personnel (Sandy Springs)



1000 Johnson Ferry Rd NE, Atlanta, GA 30342

Responsible for receiving patients, determining their needs and directing them accordingly. Responsible for gathering all required information for new patients and creating new patient charts from all sources. Responsible for updating all existing patient information.

Qualifications:

- High School Graduate or General Education Degree (GED)
- One to two years clerical experience preferably in a healthcare environment
- Proficient in the use and application of MS Office (Word, Excel and Power Point)

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

Source: Employer Website

Front Desk 2nd Shift PT (Alpharetta)



3700 Brookside Parkway, Alpharetta, GA 30022

Responsibilities:

- Answer phones, greet customers and assist with their needs, filing, make copies, etc.
- Must be able to adequately use computers for communications, writing letters, input prospect & resident data, input & update service requests, etc.
- Maintain an accurate and a thorough knowledge of all the aspects of the property, specifically in areas such as community policies, and emergency procedures, etc.
- Always make sure leasing brochures & welcome packets are stocked and ready for the next shift
- Schedule transportation for residents on corresponding days
- Assist with resident activities as needed
- Hourly rounds of the building, post notices/flyers, assist with dining linens
- Light cleaning of office, break room, lobby, and other common areas as needed

Qualifications:

- Must have reliable transportation

\$14 - \$15 an hour

Apply Online at: <https://tinyurl.com/26a7td83>

Source: Indeed

Office Clerk



4362 Peachtree St NE, Brookhaven, GA 30319

Responsibilities:

- Assist the Director of Facility and Supervisory Staff with maintaining building needs at all city facilities including janitorial, housekeeping, document shredding, elevators, HVAC, and other facility needs as required.
- Administer the facility services' work order system to include reviewing requests, assigning responsibility, and following up.
- Communicate with lease owners, to schedule maintenance and other issues in leased facilities as directed by the Director of Facility Services or designee
- Assist employees of the facility services department with travel requests, P cards (Bank of America), gas cards, and other administrative support as needed.
- Serve as receptionist for the PEP Building and City Hall when scheduled; greeting and welcoming guests and directing them to the appropriate department during regular business hours and evening city council, board, and public meetings.
- Answers phone and directs all incoming calls to the appropriate party promptly and efficiently.
- Performs special projects as needed under the direction of the Director of Facility Services or their designee.
- Reviews and summarizes miscellaneous reports and documents and maintains files.
- Schedules and coordinates calendar and appointments.
- Coordinate various meetings and assist in the design and preparation of presentations and other meeting materials to include food set up and break down.
- Maintain calendar for the various conference rooms at city hall and the PEP building.

Qualifications:

- High School Diploma or equivalent.
- Two (2) years of experience performing work related to the described duties; or equivalent mix of education and experience.

Apply Online at: <https://tinyurl.com/2y6frmdo>

Source: Employer Website

Receptionist (Perimeter)



1050 Crown Pointe Parkway, Atlanta, GA 30338

Responsibilities:

- Operate telephone switchboard to answer, screen, or forward calls, provide information, and take messages.
- Train new and existing team members on phone systems.
- Welcome people as they enter the establishment, learn the purpose of their visit, and guide or accompany them to their intended destinations.
- Oversee and assist with enforcement of Kieler office visitor policy.
- Transmit information or documents to customers and team members using computer, mail, or facsimile machine.
- Provide information about establishment, such as location of departments or offices, team members within the organization, or services provided.
- Collect, sort, distribute, or prepare mail, messages, or courier deliveries.
- Assist with data collection and data entry on basic incoming team member record requests.
- Conduct data analysis to address inquiries from customers or member of the public.

[No qualifications specified in ad.]

Apply Online at: <https://tinyurl.com/2y5e4ecq>
Source: Indeed

Administrative Assistant (Alpharetta)



Diamond Glass Company, Inc.

162 Kimball Bridge Road, Alpharetta, GA 30009

Responsibilities:

- Manage office operations including clerical duties and office management tasks.
- Provide exceptional customer support by addressing inquiries and resolving issues promptly.
- Maintain and organize schedules through effective calendar management.
- Handle phone systems with professionalism, demonstrating excellent phone etiquette.
- Proofread documents for accuracy and clarity before distribution.
- Assist in organizing meetings, preparing agendas, and taking minutes as needed.
- Support team members with various administrative tasks to enhance productivity.
- Ensure that all office supplies are stocked and organized efficiently.

Qualifications:

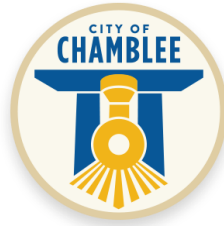
- Proven experience in an administrative role or similar position is preferred.

\$19.01 - \$20.20 an hour

Apply Online at: <https://tinyurl.com/2c6ytxaz>

Source: Indeed

Administrative Assistant - Public Safety



Chamblee Police Department

4445 Buford Highway, Chamblee, GA 30341

Responsibilities:

- Provides initial contact with the public for callers contacting the police department administrative division over the telephone and occasionally at a public counter; determines the nature of the contact; provides information regarding services, policies and procedures, takes messages, or directs the caller to the proper individual or agency.
- Schedules appointments and meetings for the Chief of Police and other Public Safety Command Staff.
- Provides support to police departments records staff as needed.
- Prepares correspondence, forms, purchase orders, labels and specialized documents from drafts, notes, previous documents, or brief instructions.
- Proofreads and checks materials for accuracy, completeness, compliance with departmental and City policies and correct English usage, including grammar, spelling, and punctuation.
- Establishes and maintains office files; research and compiles information from such files and purges or transfers files as required.

Qualifications:

- High school diploma or equivalent required; Associate degree in business studies or related field preferred

Apply Online at: <https://tinyurl.com/2ayvul96>

Source: Indeed

Executive Assistant (Sandy Springs)



1100 Abernathy Rd # 1700, Atlanta, GA 30328

Responsibilities:

- Represents the Executives and acts responsibly within pre-agreed limits, fully understanding the potential impact of the actions taken. Empowered to execute decisions, often acting as the liaison between the Executives with other internal and external parties.
- Researches, analyzes and interprets data from various sources. Prepares complex reports, as needed, including advanced graphics, charts and spreadsheets. May collect, edit and compile reports for Executive presentations.
- May participate in key Executive meetings and manage the documentation and follow-up process for all deliverables.
- Operates with a large degree of autonomy and independently completes high quality work to meet established goals with little supervision.
- Keeps the Executive informed, as needed and escalates issues or matters requiring immediate attention. Remains informed and up-to-date on factors affecting the Executive's area of responsibility, including client and industry knowledge or issues facing the Executive and the organization.
- Arranges complex and detailed international and domestic travel plans and itineraries. Anticipates travel needs for the Executive and independently coordinates complex travel arrangements, typically involving multiple changes or destinations based on understanding the Executive's availability and obligations. Ensures necessary travel documents, including passport, immigration and visa documentation is processed and provided to the Executive in a timely manner.

Qualifications:

- 7+ years' experience in business or executive personal assistance.
- Advanced computer skills and in-depth knowledge of relevant software such as MS Office Suite and Visio.

•
Apply Online at: <https://tinyurl.com/2dq9d645>

Source: Employer Website

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.

Associate or Bachelor's degree in business with human resource emphasis preferred

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

Source: Indeed

Guest Experience Host PT (Buckhead)



3500 Peachtree Road NE, Atlanta, GA 30326

As a part-time Team Merlin Guest Experience Host, you will help to create lifelong memorable experiences in our attraction for our guests. Our Hosts work in a variety of positions across the attraction, including Admissions, Ride Operations, Food and Beverage, Admissions, Retail, Birthday Party, Costume Characters, and Special Events

Qualifications:

- 6 months - 1 year experience working in attractions, entertainment, or customer service-based positions preferred.

\$14 an hour

Apply Online at: <https://tinyurl.com/29mb4ps9>

Source: Employer Website

Food Service, Housekeeping, & Other Now Hiring – Week of 1/5/25

Dishwasher (Alpharetta)

\$13 - \$16 an hour

Vinny's On Windward / 5355 Windward Pkwy W, Alpharetta, GA 30004

<https://tinyurl.com/245xfk5r>

Housekeeping (Sandy Springs)

INTOWN SUITES / 355 Hammond Drive NE, Sandy Springs, GA 30328

<https://tinyurl.com/2yy8pqye>

Dishwasher (Perimeter)

\$16 - \$18 an hour

North Italia / 4600 Ashford Dunwoody Rd NE, Dunwoody, GA 30346

<https://tinyurl.com/23z65p6d>

Pay Station Attendant (Sandy Springs)

\$12 - \$15 an hour

Caliber Car Wash / 6585 Roswell Road, Sandy Springs, GA 30328

<https://tinyurl.com/266q68uq>

Valet Attendant (Sandy Springs)

\$12 an hour

12 Oaks / Saint Joseph's Hospital | 5665 Peachtree Dunwoody Rd, Atlanta, GA 30342

<https://tinyurl.com/2byxmsa4>

Dishwasher (Alpharetta)

\$15 - \$18 an hour

Kona grill / 5100 Avalon Blvd, Alpharetta, GA 30009

<https://tinyurl.com/2ywj7jty>

Housekeeper (Alpharetta)

From \$16 an hour

Village Park / 12300 Morris Road, Alpharetta, GA 30005

<https://tinyurl.com/26gpwo23>

Food Service, Housekeeping, & Other Now Hiring – Week of 1/5/25

Dishwasher (Buckhead)

\$14 - \$17 an hour

The Cheesecake Factory / 3393 Peachtree Road NE, Atlanta, GA 30326

<https://tinyurl.com/2yk6fz6e>

Dishwasher (Perimeter)

\$15.00 - \$15.60 an hour

Ruscello / 4390 Ashford Dunwoody Rd NE, Atlanta, GA 30346

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

Room Attendant (Perimeter)

Westin / 7 Concourse Parkway NE, Atlanta, GA 30328

<https://tinyurl.com/235xp5br>