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# Call Center Representative (Sandy Springs)

**SAFE-GUARD®**  
Products International

2 Concourse Pkwy Ste 500, Atlanta, GA 30328

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## **Responsibilities:**

- Handling claims related calls per work schedule performing within defined metrics
- Order inspection when applicable
- Follow proper claims procedures as outlined in training and feedback provided by QA or Supervisor
- Master understanding of clients, agents, and contract terms and conditions
- Understand exceptions based upon dealership, agent, or client as noted in system
- Escalate issues to team lead, supervisor, or managers when unable to de-escalate
- Notify Supervisor when possible fraud is suspected
- Participate in all training as required to perform the duties of the role
- Keep record phone calls and transmit claim forms to Dealership or Repair Facility
- Drive the status of the claim within the Safe-Guard system
- Receive documentation and organize by claim number
- Order an appraisal when claim is over threshold amount or possible fraud

## **Qualifications:**

- High School Diploma or equivalent
- Minimum 1-2 years of experience in customer service, insurance claims, call/claims center environment.
- Proficient computer skills

Apply Online at: <https://tinyurl.com/2awom4np>

Source: Employer Website

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# Administrative Assistant (Roswell)



11040 Crabapple Road, Roswell, GA 30075

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## Responsibilities:

- Serve as the first point of contact for office visitors and phone inquiries
- Provide administrative support to tax professionals, including scheduling appointments
- Assist with tax return assembly and processing, including organizing client documents
- Maintain electronic and physical filing systems
- Respond to client inquiries and requests professionally and timely

## Qualifications:

- Minimum high school diploma or equivalent (Associate's or Bachelor's degree preferred)
- Previous experience in a CPA firm is a plus
- Proficient in Microsoft Word, Excel, Outlook
- Knowledge of accounting, tax, or other software is a plus.

Apply Online at: <https://tinyurl.com/266ovd5n>

Source: Indeed

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# Front Desk Receptionist (Alpharetta)



3625 Brookside Parkway, Alpharetta, GA 30022

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## **Responsibilities:**

- Answer phone calls and emails and communicate relevant information to the appropriate parties
- Make appointments for employees and ensure the calendar is current and correct
- Complete other administrative duties as needed such as data entry, paperwork, photocopying, etc.

## **Qualifications:**

- Has experience answering telephone calls and troubleshooting stressful situations
- Must have graduated high school, received a G.E.D. or equivalent; College Degree preferred
- 1 year of experience as a receptionist, administrative assistant, guest service specialist, or similar position preferred

\$18 - \$21 an hour

Apply Online at: <https://tinyurl.com/25dvyj34>

Source: Indeed

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# Administrative Assistant (Sandy Springs)



8995 Roswell Road, Atlanta, GA 30350

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## Responsibilities:

- **Administrative Support:** Provide comprehensive administrative support to the Village Director, including managing schedules, organizing meetings, and handling correspondence.
- **Document Management:** Maintain and organize housing-related documents, records, and files, ensuring they are up-to-date and easily accessible.
- **Communication:** Serve as a point of contact for residents, staff, and external partners, addressing inquiries and relaying information as needed. Forward memos, updates and any changes to policy or schedules to Village staff via logbook and posting on the Village office bulletin board. Answer incoming calls and respond to caller(s) in an appropriate manner.
- **Event Coordination:** Assist in planning and coordinating housing-related events, meetings, and community activities.
- **Financial Tasks:** Support budget management by processing invoices, tracking expenses, and assisting with financial reporting.
- **Data Entry:** Input and update data in housing management software systems, ensuring accuracy and completeness.

## Qualifications:

- Associate degree or equivalent from two-year college or technical school; or one to three years related experience and/or training; or equivalent combination of education and experience.
- Individual should have a working knowledge of Microsoft Office Suite.
- Current State of Georgia Driver's License

Apply Online at: <https://tinyurl.com/2bb23epa>

Source: Employer Website

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# Office Administrator (Sandy Springs)



4651 Roswell Road, Atlanta, GA 30342

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## **Responsibilities:**

- Answer phone calls and provide adequate information to clients
- Schedule clients for classes and lessons
- Filing
- Weekly routine check on school cars
- Send mail-outs and emails as needed
- Keep accurate records of payments received
- Schedule instructors to teach classes

## **Qualifications:**

- High school diploma
- At least have 1 year of office experience
- Must have own transportation

Apply Online at: <https://tinyurl.com/2ckhpw2w>

Source: Indeed

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# Sales Administrative Support (Alpharetta)



1220 Old Alpharetta Rd Alpharetta, GA, 30005

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## **Responsibilities:**

- Prepare sales reports and presentations, often of a complex or confidential nature.
- Assist pricing manager on quotes
- Schedule meetings for departmental staff, reserves conference rooms or A/V equipment, and makes travel arrangements.
- Ensures that departmental operations comply with organizational policies and procedures.
- Participates in and contributes to special projects as directed by the department head.
- Receives and responds to correspondence and maintains departmental records.
- Provide departmental reception services, receiving and directing visitors or calls.

## **Qualifications:**

- High School Diploma
- 2-4 years of experience preferred
- Proficiency in computer skills, including Proficient with the MS office suite, CRM databases, and internal software systems

Apply Online at: <https://tinyurl.com/28qx6g3h>  
Source: Employer Website

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# Administrative Specialist (Perimeter)



211 Perimeter Center Pkwy NE, Atlanta, GA 30346

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## **Responsibilities:**

- Assists with special corporate projects.
- Maintains relationships with key people to ensure progression in communications
- Collaborate with other corporate staff to provide seamless support for the company.
- Assists corporate staff with their assigned duties, particularly when more advanced, skilled, or sensitive work is required.
- Manages office conferences and events.
- Ensures break area and conference rooms are neat and organized.
- Greets corporate office guests courteously.
- Orders and ensures adequate supplies are kept at all times.
- Serves as the custodial authority for office storage spaces and monitors shred bins.

## **Qualifications:**

- High school diploma or equivalent required; Associate's degree in office administration or related field preferred.
- One to three years of administrative and clerical experience is preferred
- Proficient with Microsoft Office Suite or related software.

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

Source: Indeed

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# Gallery Coordinator- Administrative Assistant (Alpharetta)



11100 Atlantis Pl, Alpharetta, GA 30022

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## Responsibilities:

- Greet and assist clients, artists, and visitors with inquiries and provide information about studio services in a professional manner.
- Coordinator of Studio/Gallery daily open and closing
- Process online invoicing, payments, services, social media and cash transactions
- Coordinate with the Director of the Studio events, shows & classes
- Coordinate Social Media postings of classes, shows, and events
- Order and maintain inventory supplies for the gallery
- Maintain the safety and cleanliness of the gallery
- Act as liaison between clients, artists and studio management
- Communicate studio policies and procedures to clients, artist and visitors
- Manage booking and scheduling of appointments for classes and events
- Maintain accurate records of sales, client information and class schedules.

## Qualifications:

- A minimum of associate's degree in arts, administration, business, or related field preferred w years of experience
- Minimum of 2 years of experience in an administrative role. (preferably in a customer service or administrative setting)
- Experience in sales, customer service and customer relationships preferred.
- Must have a vehicle for local travel.

\$18 - \$22 an hour

Apply Online at: <https://tinyurl.com/272e3756>

Source: Indeed



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# Administrative Assistant (Sandy Springs)



5901 Peachtree Dunwoody Rd, Sandy Springs, GA 30328

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## Responsibilities:

- Perform administrative support tasks, such as, proofreading and transcribing handwritten information for data entry or preparation of documents.
- Operate multi-line switchboard: answer high volume of incoming calls, screen and forward calls, provide information and/or take messages.
- Perform filing, record maintenance, data entry, or running reports.
- Prepare information packets for interview rooms and orientation.
- Administer various employment and/or enrollment examinations as needed.
- Sort and distribute incoming mail. Prepare outgoing mail and shipping of packages. May be responsible for ordering postage or packaging supplies.
- Assist various departments with follow-up correspondence, document tracking, general communication, and helps maintain distribution groups and shared calendars.
- Coordinate campus events, retreats, and/or staff meetings. May include ordering food/beverages.
- Monitor inventory levels and requisition of supplies and equipment, as needed.

## Qualifications:

- Associate's degree, or equivalent experience. Bachelor's degree preferred.
- Microsoft 365 experience is preferred.

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

Source: Employer Website

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# Service Desk Associate (Perimeter)

The logo for Von Maur, featuring the words "VON MAUR" in a blue, serif, all-caps font. The text is centered within a light gray rectangular background.

4400 Ashford Dunwoody Road, Atlanta, GA 30346

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## **Responsibilities:**

- Own the customer experience – greet people sincerely, be friendly and thank every customer
- Answer a multi-line telephone – assist customers or direct them to the appropriate area
- Provide customer charge account services, including opening accounts, accepting payments, and answering customer questions
- Prepare, box, and wrap customer purchases and online orders for shipment
- Calculate service desk and store cash work - prepare bank deposits

[No qualifications specified in ad.]

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

Source: Indeed

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# Retail Office Assistant (Alpharetta)



6551 North Point Parkway, Alpharetta, GA 30022

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Responsible for supporting sales associates, customers, and store management, processing payments and finance applications answering delivery questions, assisting with customer care responsibilities, answering phones, and various other office duties.

**Qualifications:**

- Over one year of relevant experience preferred
- Computer navigation skills, general computer knowledge, and MS Office understanding

\$14 - \$16 an hour

Apply Online at: <https://tinyurl.com/2cf6beuk>

Source: Employer Website

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# Senior Living Concierge (Roswell)



11350 Woodstock Rd, Roswell, GA 30075

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## **Qualifications:**

- 1 year required in a administrative, hospitality or senior living environment
- Proficient with MS office

Apply Online at: <https://tinyurl.com/224c6w5f>

Source: Indeed

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# Executive Assistant (Alpharetta)



200 North Point Center East, Alpharetta, GA 30022

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Provide comprehensive administrative support, including scheduling & calendar management, note-taking, meeting coordination, correspondence, presentations, travel arrangements, record-keeping & document management systems, and a variety of other tasks as needed.

## **Qualifications:**

- High proficiency with MS Office Suite required – Outlook, PowerPoint, Excel, Word.
- Knowledge of Salesforce and CRM tools (i.e., Monday.com) a plus.

\$45,000.00 - \$55,000.00 per year

Apply Online at: <https://tinyurl.com/2yyv34fl>

Source: Indeed

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# Guest Services Coordinator (Alpharetta)



**IST Management**

2655 Northwinds Parkway, Alpharetta, GA 30009

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## **Responsibilities:**

- Greeting, welcoming, and directing visitors appropriately
- Maintain a safe and clean reception area by complying with procedures, rules, and policies
- Operate a telecommunication system by following instructions for office phone operation
- Perform various administrative tasks; Use Microsoft Office Word, Excel, and Powerpoint tools to create documents
- Attend and participate in meetings and events as needed; Coordinate reservations of managed meeting spaces; Assist with weekly associate moves
- Demonstrate strong communication, organizational, and customer service skills
- Follow policies and confidentiality dictations to safeguard data and information
- Create weekly reports

## **Qualifications:**

- Keyboarding and windows environment PC skills
- Must have access to reliable transportation

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

Source: Indeed

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# On-Site Event Coordinator PT (Chamblee)

**DISTILLERY** OF  
**MODERN ART**

2197 Irvindale Drive, Atlanta, GA 30341

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## Responsibilities:

- Coordinate and oversee all on-site event operations, ensuring smooth execution of events and activities, including, set-up and breakdown of events, vendor management, guest relations, and overseeing the success of all private events hosted at the distillery.
- Collaborate with internal teams to plan and execute events, including scheduling, logistics, and vendor management.
- Coordinate with Private Event Sales Director to ensure all events are executed to the levels required.
- Ensure compliance with all relevant regulations and guidelines.
- Collaborate with external partners and stakeholders to secure contracts for site rentals or partnerships

## Qualifications:

- Previous experience in the restaurant or hospitality industry is a plus

Expected hours: 15 – 25 per week

\$25 an hour

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

Source: Indeed

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# HR Assistant / Coordinator (Alpharetta)



3700 Mansell Rd # 220, Alpharetta, GA 30022

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## **Responsibilities:**

- You will be responsible for communicating with offsite contractors via phone and email on a regular basis to help identify any issues and ensure contractors feel connected to the company.
- In addition to being the HR rep for our current employees, you will assist the HR Team with on boarding new employees and also assist the Sales/marketing team.
- Preparation and execution of all documents for new contract and permanent hires for US operation.
- On boarding of new hires by conducting all required background checks, drug tests, and ensuring I-9/ E-Verify compliance.
- Benefits administration for US employees e.g. Leaves/vacation/holidays, healthcare and 401K plan.
- Ensuring employee satisfaction by making regular outreach and engagement efforts.
- Assisting in recruiting new hires for US office and participating in recruiting events.
- Preparation and processing of Statement of Work and change work orders for projects.
- Coordinate and manage arrangements for sales/marketing events and travel.
- Organize and coordinate subscriptions and contracts for job boards, client databases and sponsorships.
- Should be able to assist accounting function.

## **Qualifications:**

- Bachelor's degree (Preferably in Human Resources, Business Administration/ related fields).
- Experience level - 3 to 5 yrs.

\$50,000 - \$55,000 a year

Apply Online at: <https://tinyurl.com/2ypan3gu>

Source: Indeed



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# Human Resource & Administrative Assistant (Brookhaven)



3522 Ashford Dunwoody Rd, Atlanta, GA 30319

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## **Responsibilities:**

- Responsible for performing HR administrative functions
- Maintaining accurate employee records, updating information on HR databases and ensuring data confidentiality
- Coordinate on-boarding and off-boarding processes
- Assist with recruiting efforts for entry level roles
- Ensure compliance with companies HR policies and procedures
- Address employee inquiries regarding HR matters
- Assist with annual employee reviews
- Act as a key point of contact for day-to-day HR needs
- Support Chief Operations Office
- Perform general office administrative tasks
- Order supplies, manage office equipment and maintain inventory
- Perform calendar management
- Data entry and documentation
- Handle phone calls and correspondence

## **Qualifications:**

- 3+ years of experience as an HR and/or Administrative Assistant
- Advanced proficiency in Word, Excel, PowerPoint and Outlook
- Proficient with technology, HR, CRM's and professional services platforms

\$60,000 - \$65,000 a year

Apply Online at: <https://tinyurl.com/2d98u664>

Source: Indeed

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# Receptionist PT (Alpharetta)



12300 Morris Road, Alpharetta, GA 30005

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The Receptionist is responsible for administrative functions including phone and visitor reception, addressing information requests, preparing correspondence, maintaining staff and resident files, distributing mail, maintain supplies, and all duties as assigned by the Business Office Manager.

**Qualifications:**

- High School Diploma or GED Required
- Two (2) years of related experience preferred

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

Source: Indeed

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# Office Administrator (Sandy Springs)



4651 Roswell Road, Atlanta, GA 30342

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## **Responsibilities:**

- Answer phone calls and provide adequate information to clients
- Schedule clients for classes and lessons
- Filing
- Weekly routine check on school cars
- Send mail-outs and emails as needed
- Keep accurate records of payments received
- Schedule instructors to teach classes
- Maintain up-to-date knowledge of all programs
- Assist the owner and other office manager in day-to-day business matters as needed
- Maintain confidentiality of records
- Enforce company policy and expectations
- Run office errands if needed

## **Qualifications:**

- High school diploma
- At least have 1 year of office experience
- Must have own transportation

\$17 an hour

Apply Online at: <https://tinyurl.com/22wrkk25>

Source: Indeed

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# Human Resources Onboarding Coordinator (Perimeter)



1050 Crown Pointe Parkway, Atlanta, GA 30338

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## Responsibilities:

- Manage and oversee the entire onboarding process, ensuring new hires have a positive and efficient experience from offer acceptance through their first day while simultaneously ensuring that hiring personnel are informed on the progress of their potential new hire.
- Audit onboarding documentation for completeness, accuracy, while ensuring it complies with federal and state guidelines and PSSI policies and procedures.
- Evaluate candidate eligibility for hire by conducting background checks, processing E-Verify, processing SSNVS, and analyzing the results.
- Evaluate new hire documentation and render eligibility based both on government requirements and PSSI hiring criteria.
- Facilitate calls and prepare packages for new plant start-ups.
- Track and manage new hire data in HRIS, ensuring accuracy and compliance with company and legal standards.
- Regularly update and maintain onboarding documentation, ensuring it aligns with company policies, accuracy, and legal standards.

## Qualifications:

- High School Diploma or equivalent.
- Minimum 1 year of experience in an HR or office administrative position, preferably within onboarding or team member services.
- Efficient in Microsoft Office, Adobe products, and HRIS systems.

### Preferred:

- Bachelors degree in business with human resource emphasis or relevant work experience.

Apply Online at: <https://tinyurl.com/2c5ueev2>

Source: Indeed

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# Administrative Assistant / Receptionist (Alpharetta)



11700 Great Oaks Way, Ste 190, Alpharetta, GA 30022

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Handle phone calls and emails from clients.

**Qualifications:**

- High school or equivalent (Required)
- Salesforce: 1 year (Preferred)
- Eail correspondence: 2 years (Required)
- working in a small office environment: 1 year (Required)
- Applicant should reside in the immediate area (Milton, Cumming, Alpharetta, Johns Creek, Roswell)

9 AM - 4 PM. Monday-Thursday

\$19 - \$20 an hour

Apply Online at: <https://tinyurl.com/2bwe3ft4>

Source: Indeed

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# Insurance Administrative Assistant PT (Perimeter)



1050 Crown Pointe Pkwy #1800, Atlanta, GA 30338

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Your main responsibility will be supporting our agents by taking phone calls, checking emails, and directing customer inquiries. You'll also help us process paperwork and schedule appointments, so our clients get the best service we can provide.

## **Qualifications:**

- Possesses basic computer skills such as word-processing and the ability to using Microsoft Excel
- 2+ years work experience in administrative support, customer service, or insurance industry is preferred
- Currently pursuing a Bachelor's degree or has obtained a Bachelor's degree preferred

15-20 hours per week. Potential to evolve into a full-time opportunity.

\$18 - \$24 an hour

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

Source: Indeed

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# Human Resources Assistant (Buckhead)



3393 Peachtree Road NE, Atlanta, GA 30326

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## **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)
- Basic knowledge of labor laws

Apply Online at: <https://tinyurl.com/26bhm4lr>

Source: Indeed

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# Executive Assistant (Alpharetta)



11605 Haynes Bridge Rd STE 200, Alpharetta, GA 30009

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## Responsibilities:

- Daily administrative support
- Organize, optimize, and be the gate-keeper of schedules which includes scheduling internal and external meetings
- Serve as liaison between executives and internal staff as well as external parties
- Manage and prioritize action items for executives according to importance and deadlines
- Plan and coordinate travel arrangements
- Maintain and process expense reports
- Do light research for executives including on individuals (LinkedIn) or companies (i.e. background / bio's on individuals the executive will be meeting with)
- Download and deliver select recurring reports
- Draft memos, letters, documents, or other communications
- Assist in editing and formatting PowerPoint presentations
- Identify & implement opportunities for office management improvements
- Assist with all preparations for your executive's meetings, interviews, and conference/video calls

## Qualifications:

- Bachelor's degree with 2 - 7 years experience as an Executive Administrative Assistant or in a relevant administrative role

Apply Online at: <https://tinyurl.com/235zw9pg>

Source: Indeed



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# Office Coordinator II (Roswell)



## **Rheem Manufacturing**

1115 Northmeadow Pkwy, Roswell, GA 30076

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### **Responsibilities:**

- In coordination with other key administrative support responsibilities, maintain and optimize daily operations for the location.
- Manage general reception duties and coverage.
- Serves as a friendly, responsive resource for all employees, callers and visitors.
- Ensures the reception area, reception kitchenette, office supply room, café, quiet room and conference room spaces throughout the office are professionally maintained and tidy.
- Effectively manages conference room scheduling while utilizing proper judgment to maintain confidentiality about meeting topics or attendee involvement.
- Ensures conference rooms are properly set up and functional in advance of meetings and equipment has been stored and is properly powered down after meetings end.
- Assembles and copies materials for internal and external meetings.
- Manages all catering requests for the corporate office independently and for the C-suite, as directed. This includes placing orders, providing payment, coordinating delivery to proper meeting room location, ensuring catering has been properly set up and cleaned up after meetings end.
- Manages facilities driven projects to ensure all office equipment and services such as plumbing, electrical, furnishings and AV equipment are functioning properly.

### **Qualifications:**

- High School Diploma or equivalent. Bachelor's Degree in related field preferred.
- 3+ years' experience in office management.
- Excellent Computer Skills: (Microsoft Office Suite and Outlook).

Apply Online at: <https://tinyurl.com/25fhw8wv>

Source: Employer Website

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# Food Service, Housekeeping, & Other Now Hiring – Week of 1/12/25

## **Lot Attendant/Porter PT (Alpharetta)**

**\$14 - \$16 an hour**

Carl Black Automotive / 11225 Alpharetta Highway, Roswell, GA 30076

<https://tinyurl.com/2akzd2cy>

## **Service Valet (Alpharetta)**

Honda Carland / 11300 State Bridge Road, Alpharetta, GA 30022

<https://tinyurl.com/25yb3np8>

## **Valet (Buckhead)**

**\$15 - \$17 an hour**

SP+ / 3391 Peachtree Road NE, Atlanta, GA 30326

<https://tinyurl.com/2yg8lmtb>

## **Doorperson (Buckhead)**

**\$12 an hour**

IHG / 3315 Peachtree Rd. Ne, 30326

<https://tinyurl.com/27xzzbyl>

## **Dining Room Attendant (Sandy Springs)**

**\$15.00 - \$15.50 an hour**

Sodexo / COX ENTERPRISES | 6205 Peachtree Dunwoody Road, Sandy Springs, GA 30328

<https://tinyurl.com/2c55joya>

## **Housekeeper/Laundry (Roswell)**

Motel 6 / 9955 Old Dogwood Road, Roswell, GA 30076

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

## **Store Cleaning Associate PT (Perimeter)**

**\$12.00 - \$12.50 an hour**

TJ Maxx / 134 Perimeter Center West, Dunwoody, GA 30346

<https://tinyurl.com/27ejzj6p>

## **Kitchen Staff PT (Perimeter)**

**\$14.24 - \$14.91 an hour**

Boba Bar Tea House / 1165 Perimeter Center W #303, Atlanta, GA 30346

<https://tinyurl.com/2472qnx>