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# Community Coordinator (Buckhead)



3379 Peachtree St NE #700, Atlanta, GA 30326

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We are a rapidly growing shared workspace provider. As a Community Coordinator, you will work closely with our many clients from different industries, while providing excellent customer service and administrative support.

- Accept and transfer incoming phone calls for our clients. You are the first voice their clients hear and are an extension of, not only Lucid Private Offices but of our client's organizations.
- Ensuring the center is a clean, welcoming, and hospitable environment while providing extraordinary customer service. You will participate in daily hospitality functions including opening and closing your center, making coffee and flavored water throughout the day, maintaining the kitchen and other common area cleanliness, re-setting meeting rooms after each use, and maintaining a fully stocked inventory of supplies.
- Lucid Private Offices is the premier destination for meeting room options. You will manage the scheduling and daily usage of the conference and board rooms, day offices, and coworking usage at your center and other Lucid Private Office locations.
- Greeting all visitors. You will be a gracious host to all incoming visitors by offering coffee and water, notifying clients of visitors' arrival, and directing them to a designated meeting space.

## Qualifications:

- Proficient in Microsoft Office including, Word, Excel, and Outlook. Ability to learn other software systems.
- Six months or more of administrative or executive assistant experience preferred

\$35,000 a year

Apply Online at: <https://tinyurl.com/2xj8d2ms>

Source: Indeed

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# Data Entry Specialist (Chamblee)



4420 Buford Hwy NE, Chamblee, GA 30341

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## Responsibilities:

- Process, finalize and mail out customer registrations.
- Review customer paperwork for accuracy.
- Interacting with state and county government licensing departments, requiring in-person and online document drop-off and pick-up, and receiving and filing paperwork with said agencies..Work closely with the local DMV; picking up, receiving and filing paperwork from the DMV.
- Update customer records to ensure the most up to date information is available.
- Interact with team members across various lines of the business.
- Assist Specialists and other employees with customer follow-up.
- Input, cross-reference, and retrieve data from multiple internal and external databases.

## Qualifications:

- 1+ years of work experience in an administrative or data entry capacity.
- High School Diploma, GED, or equivalent education required.

From \$16 an hour

Apply Online at: <https://tinyurl.com/2yy87s96>

Source: Indeed

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# Front Desk Agent (Alpharetta)



2925 Jordan Court, Alpharetta, GA 30004

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## 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 such as outlet hours and local attractions.
- Complete the registration process by inputting and retrieving information from a computer system, confirming pertinent information including number of guests and room rate. Promote HEI Hotels and Resorts and brand marketing programs. Make appropriate selection of rooms based on guest needs. Code electronic keys. Non-verbally confirm the room number and rate. Provide welcome folders containing room keys, certificates, coupons and refreshment center keys as appropriate.
- Verify and imprint credit cards for authorization using electronic acceptance methods. Handle cash, make change and balance an assigned house bank. Accept and record vouchers, traveler's checks, and other forms of payment. Convert foreign currency at current posted rates. Post charges to guest rooms and house accounts using the computer.

## Qualifications:

- High school diploma or equivalent required, and college degree preferred.
- Hotel experience preferred.

Apply Online at: <https://tinyurl.com/22a9xabz>

Source: Indeed

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# Administrative Assistant (Roswell)



## **Rheem Manufacturing**

1115 Northmeadow Pkwy, Roswell, GA 30076

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### **Responsibilities:**

- Provides administrative support to department staff as well as serves as department liaison.
- Helps coordinate meetings, travel, and conferences for department staff.
- Ensures all meetings, appointments, events, conferences, etc. are up-to-date.
- Creates, edits, and types correspondence, reports, bulletins, itineraries, invoices, proposals, and projects.
- Submit expense reports for leaders.
- Submit invoices for payment coding accordingly.
- Prepare and maintain records to include general files, various reports, and organizational charts.
- Researches, prioritizes, and follows up on incoming issues and concerns.
- Organizes and maintains paper and electronic files; filing systems, reader files, and confidential reports and records.

### **Qualifications:**

- High School Diploma
- Minimum of 2 years of experience in support staff, office administration, or receptionist experience.
- Excellent computer skills and in-depth knowledge of relevant software such as MS Office Suite.

Apply Online at: <https://tinyurl.com/23k27app>

Source: Employer Website

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# Sales Showroom Receptionist (Sandy Springs)



7640 Roswell Road, Atlanta, GA 30350

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## **Responsibilities:**

- Warmly greet and welcome clients and other guests to the dealership. Do not leave the reception desk unattended.
- Manage the waiting area and showroom 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.
- Be an organized and productive multi-tasker. Maintain customer contact notes in our CRM system and manage our "up-list".
- Maintain a neat and professional appearance at all times. Must be upbeat and very personable.
- Proactively communicate potential issues with customers, management and other departments in order to provide the best possible customer experience.

## **Qualifications:**

- High school diploma or the equivalent.
- Previous experience in a similar role with similar responsibilities is required.

Full-Time hours. Shifts vary.

Apply Online at: <https://tinyurl.com/24vc7ecc>  
Source: Indeed

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# Receptionist PT (Roswell)



1000 Applewood Dr, Roswell, GA 30076

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## **Responsibilities:**

- Greets all visitors entering the community, answer questions, ensure visitors sign guest sheets, and answer/direct phone calls to the proper residents and staff.
- Sort, deliver and collect incoming/outgoing community and resident mail, and may be asked to do basic office/clerical functions, and maintain visitor logs.
- 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/28bqyotp>

Source: Indeed

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# Executive Assistant (Buckhead)



3424 Peachtree Rd NE #1150, Atlanta, GA 30326

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## Responsibilities:

- Manage executive schedules, including organizing meetings, appointments, and events.
- Coordinate correspondence, including drafting, proofreading, and editing documents, emails, and presentations.
- Prepare and manage expense reports for the executive team, ensuring accuracy and timely submission.
- Attend internal, client, and Board of Directors meetings to take detailed notes and prepare meeting minutes.
- Coordinate and manage projects from inception to completion, ensuring deadlines are met and deliverables are produced to the highest standard.
- Utilize Microsoft Office Suite, including Word, PowerPoint, and Excel, to create and edit documents, presentations, and spreadsheets.

## Qualifications:

- Bachelor's degree or equivalent experience required

\$58,092 - \$75,000 a year

Apply Online at: <https://tinyurl.com/2522zvs6>

Source: Indeed

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# Administrative Coordinator (Brookhaven)



1575 Northeast Expy NE, Brookhaven, GA 30329

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## 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 in a timely manner, and coordinates conference room scheduling and setup of meetings.
- Acts as office administrator to order and stock supplies, perform record-keeping, act as liaison to other departments and/or vendors, and perform quality management functions as necessary.

## Qualifications:

- 2 years of administrative support role experience in professional office environment
- Bachelor's degree in business, healthcare, or related field preferred

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

Source: Indeed



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# Sr. Human Resource Generalist



38 Hill Street, Roswell, GA 30075

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The Senior Human Resources Generalist will oversee and assist with various functions in the Human Resources (HR) division, including training and development, recruitment, performance management, benefits, payroll, and enforcing company policies and practices. This position will develop and assess suitable training programs and identify effective engagement solutions to improve productivity.

- Reviews, tracks, and documents compliance with mandatory and non-mandatory training, continuing education, and work assessments. This may include compliance and anti-harassment training.
- Facilitate training sessions and workshops for employees, both in-person and virtually.
- Develop and maintains organizational communications, such as intranet bulletin boards and newsletters, to ensure employees are aware of training and development events and resources
- Maintain the Performance Management program (PDAR) and provide training to employees as needed
- Assist with employee grievances, investigations, ADA accommodations, etc.
- Manage job descriptions, apply job codes to job descriptions and manage job codes in HRIS.

## **Qualifications:**

- Bachelor's degree in Human Resources Management, Business Administration, or related field required and experience.
- Three years of human resource experience to include developing educational or training programs. Additional experience in lieu of degree will be considered.

\$61,947.60 - \$80,509.35 a year

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

Source: Indeed

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# Kids Team Member – Weekends (Sandy Springs)



5580 Roswell Rd, Sandy Springs, GA 30342

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## **Responsibilities:**

- Engages children in interactive activities including organized arts and crafts, singing, sports activities, games while maintaining a safe environment
- Leads a group of up to 10 children ages 3-13 with a fun, positive and outgoing attitude while acting as a role model
- Demonstrates positive attitude and actions through a display of courtesy, service, cooperation, hospitality, sensitivity, and professionalism to internal and external customers
- Maintains cleanliness and order of activities and programming in order to ensure safety
- Promotes monthly events and activities in order to increase participation and revenue
- Ensures use of supplies, snacks and drinks follow the amount prearranged by the department budget

## **Qualifications:**

- 1 year of related experience

Apply Online at: <https://tinyurl.com/yqwfuk3>

Source: Employer Website

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# HR Generalist (Alpharetta)



7905 Westside Parkway, Alpharetta, GA 30009

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## Responsibilities:

- Talent Management: Work with department managers to identify staffing and skill needs, create hiring timelines and help set compensation budgets, oversee performance review systems
- Recruitment & Onboarding: Take charge of the recruitment process by posting job openings, screening candidates, scheduling interviews, and ensuring a seamless onboarding experience.
- Training & Development: Lead the excellence strategy, drive high employee engagement overseeing training initiatives to help employees grow professionally and keep the company competitive within the industry
- HR compliance: Maintain employment records using both a physical filing system as well as digital human resource management system software. Maintain and update human resources documents, such as employee handbooks, and company policies
- Benefit Administration: Oversee payroll and benefits, answering employee questions and supporting employees with enrollment process. Complete annual benefit audits for 401k, workers comp and ACA reporting

## Qualifications:

- Bachelor's degree in human resources, Business or related field from an accredited college or university.
- 3-5 years' experience in an HR position
- Experience with ADP Workforce now is preferred

\$28 - \$34 an hour

Apply Online at: <https://tinyurl.com/ywyo3tu6>

Source: Indeed

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# HR Business Partner Coordinator (Sandy Springs)



6205 Peachtree Dunwoody Road, Atlanta, GA 30328

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## Responsibilities:

- Supports assigned organizations in the provision of and/or advice to client leaders relating to various People Solutions teams and processes.
- Assists with consultation to business managers / teams on less complex or routine People Solutions matters.
- Partners to implement People Solutions changes to processes and policies.
- Advises employees and managers on the application of various People Solutions policies and regulatory requirements, and programs for the implementation of people programs.
- Supports HRBP teams in providing strategic and operational advice in designing and delivering people initiatives and strategies that attract, develop, and retain top talent, and through strategic analysis and actionable reporting on key trends and talent metrics.
- Collaborates with HRBPs and leaders to execute on prioritized strategic people priorities and solutions that accelerate the achievement of business priorities through talent management, diversity and inclusion, rewards and recognition, and organizational effectiveness.

## Qualifications:

- Bachelor's degree in a related discipline. The right candidate could also have a different combination, such as 4 years' experience in a related field
- Strong knowledge of Microsoft Word, Excel and Powerpoint.

\$54,200 - \$81,400 a year

Apply Online at: <https://tinyurl.com/2cm7clvj>

Source: Employer Website

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# Food Service, Housekeeping, & Other Now Hiring – Week of 1/19/25

## **Dishwasher PT (Buckhead)**

**Up to \$17 an hour**

Flower Child / 3400 Around Lenox Dr Ste 207, Atlanta, Georgia, US, 30326

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

## **Dishwasher (Alpharetta)**

**\$14 - \$17 an hour**

The Cheesecake Factory / 2075 North Point Circle, Alpharetta, GA 30022

<https://tinyurl.com/2bja9zov>

## **Housekeeper PT (Buckhead)**

Legacy Ridge / 4804 Roswell Road, Atlanta, GA 30342

<https://tinyurl.com/2xw9zboe>

## **Laundry Attendant (Perimeter)**

**\$11 - \$13 an hour**

Heyday Skincare / 123 Perimeter Center West, Dunwoody, GA 30346

<https://tinyurl.com/ytekgo2k>

## **Back of House (Alpharetta)**

**\$15 - \$18 an hour**

Firebirds Wood Fired Grill / 2665 Old Milton Parkway, Alpharetta, GA 30009

<https://tinyurl.com/ysgeouhs>

## **Doorman (Buckhead)**

**\$12 an hour**

Selig / JW Marriott Buckhead | 3300 Lenox Road NE, Atlanta, GA 30326

<https://tinyurl.com/yqnxq6tf>

## **Crew Members PT (Sandy Springs)**

SONIC Drive-In / 5903 ROSWELL ROAD, Sandy Springs, GA 30328

<https://tinyurl.com/ym6j5rjr>

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# Food Service, Housekeeping, & Other Now Hiring – Week of 1/19/25

## **Golf Snack Bar Attendant (Sandy Springs)**

**\$13.50 - \$15.00 an hour**

Cherokee Town & Country Club / 665 Hightower Trail, Atlanta, GA 30350

<https://tinyurl.com/27nzwme8>

## **Houseman (Brookhaven)**

**\$13 - \$15 an hour**

Capital City Club / 53 W Brookhaven Dr Ne, Atlanta, GA 30319

<https://tinyurl.com/2c6hmrtb>

## **Server PT (Sandy Springs)**

**\$12.60 - \$15.75 an hour**

Sunrise Senior Living / 8592 Roswell Road, Sandy Springs, GA 30350

<https://tinyurl.com/2dzefqu8>