
Front Desk Coordinator PT (Sandy Springs)



5380 Roswell Road, Atlanta, GA 30342

We are looking for an outgoing person to fill our Front Desk Coordinator role at our Optometry practice in Sandy Springs. We are looking for someone to cross train in our Front Desk and Optometric Assistant Roll [sic].

- Answering Phones
- Checking Patients In and Out
- Verifying Insurance and Submitting Claims
- Contact Lens Ordering
- Collecting Payments
- Perform testing such as visual field screening, Lipiflow, OCT, Optomap, Autorefraction, NCT, and take blood pressure.
- Gather information about patient's visual history
- Assist the Optometrist as needed
- Electronic charting using OfficeMate

Qualifications:

- Experience in Optometry/Ophthalmology or other Medical Assistant experience is an asset.

16-35 hours each week

\$14 - \$17 an hour

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

Source: Indeed

Receptionist (Roswell)



11225 Alpharetta Highway, Roswell, GA 30076

Responsibilities:

- Answer dealership group phones, greet and receive prospects and customers
- Direct customers to the correct department, notify the appropriate person that a customer is waiting, and introduce the customer to the salesperson
- Work cooperatively with the sales and other internal teams
- Communicate with callers and visitors in a professional, friendly, and efficient manner
- Type memos, correspondence, reports, and other documents

Qualifications:

- Valid driver's license and clean driving record

\$13 - \$15 an hour

Apply Online at: <https://tinyurl.com/26y8bc7f>

Source: Indeed

Front Desk / Admin (Chamblee)



2198 Dresden Dr., Atlanta, GA 30341

Monitor and enforce building access policies and visitor/guest registration. Position is also responsible for professional presentation in answering the telephones; writing up and processing service requests from residents and supervising all lobby activity to insure compliance of guests, vendors and residents.

Qualifications:

- High school education
- Lease and or customer service experience (preferred)

Apply Online at: <https://tinyurl.com/2yvpyt5w>

Source: Employer Website

Front Office Assistant (Roswell)

NORTHSIDE HOSPITAL

11685 Alpharetta Hwy, Roswell, GA 30076

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
- Successful completion of course in Medical Terminology or commensurate experience preferred

Apply Online at: <https://tinyurl.com/29txwhu7>

Source: Indeed

Administrative Assistant (Roswell)



701 Bombay Lane, Roswell, GA 30076

With responsibility for the day-to-day operational duties of the Firm, the Client Operations Associate helps keep the office running smoothly and ensures that all client paperwork and processing is handled.

- Follows up with client requests
- Maintains and updates client files and databases
- Manages and maintains schedules/calendars and client appointments
- Answers and manages incoming calls
- Processes new accounts
- Processes account transfers
- Processes distributions
- Processes beneficiary changes
- Creates client meeting update books and reviews
- Prepares monthly client newsletter

Qualifications:

- Strong PC skills (proficient knowledge of MS Word, Excel, and PowerPoint)
- Bachelor's degree required
- 1-2 years related work experience
- No finance background required

\$50,000 - \$52,000 a year

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

Human Resources Coordinator (Sandy Springs)



8613 Roswell Road, Atlanta, GA 30350

Responsibilities:

- Administer New Hire employees into our Human Resources Information System (HRIS) ensuring proper completion of required paperwork, and timely & accurate processing
- Collaborate in the posting of job requisitions through our Applicant Tracking System (ATS).
- Procure and post content for social media employment branding
- Assist with the planning of and attending Career Events
- Manage employee records retention and archive
- Assist in Verifications of Employment
- Assist in E-Verify compliance program
- Perform routine system audits in our HRIS system to ensure data continuity

Qualifications:

- Proven track record of learning a software system and performing multi-layered administrative tasks within the system with accuracy
- Strong computer skills: comfortable using numerous programs such as the Internet, Microsoft Office Suite (PowerPoint, Excel, Outlook, Word, etc.), with the ability to learn and be proficient in other systems and software (Adobe Acrobat, Pest Pac, HRIS, Applicant Pro, Intranet, etc.)
- Bachelor's degree or related Human Resources experience preferred

Apply Online at: <https://tinyurl.com/yw673373>

Source: Employer Website

Executive Administrative Assistant (Alpharetta)



5780 Windward Parkway, Alpharetta, GA 30005

Responsibilities:

- Provide comprehensive administrative support to executives, including managing schedules, organizing meetings, and coordinating travel arrangements.
- Handle incoming communications with professionalism, demonstrating excellent phone etiquette and customer service skills.
- Perform data entry tasks accurately and efficiently while maintaining organized filing systems for easy retrieval of documents.
- Assist in event planning and coordination, ensuring all logistics are managed effectively.
- Proofread documents for accuracy and clarity before distribution.
- Maintain office supplies inventory and place orders as necessary to ensure smooth operations.
- Support clerical tasks such as preparing reports, managing correspondence, and filing documents.

Qualifications:

- Proven experience as an administrative assistant or in a similar clerical role
- Strong computer literacy with proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).

\$26 - \$28 an hour

Apply Online at: <https://tinyurl.com/22mcctc3>

Source: Indeed

Executive Assistant (Chamblee)

MOTUS NOVA

2960 Brandywine Road, Atlanta, GA 30341

Responsibilities:

- Serve as a liaison between executives, employees, and external partners.
- Manage executives' calendars, scheduling meetings, and ensuring accurate information flow.
- Coordinate travel and accommodation arrangements.
- Track and manage expense reports (weekly, monthly, and quarterly).
- Oversee the performance of administrative staff and office operations, including supply management.
- Draft, format, and distribute internal and external communications (memos, presentations, reports).
- Organize and maintain an efficient filing system, both physical and digital.
- Take meeting minutes and follow up on action items.
- Screen phone calls, emails, and correspondence, directing as necessary.

Qualifications:

- Proven experience as an Executive Assistant, Personal Assistant, or similar role.
- Proficient in Microsoft Office (Word, Excel, PowerPoint) and digital office tools (e.g., e-calendars).

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

Source: Indeed

Guest Service Representative / Front Desk (Perimeter)



6330 Peachtree Dunwoody Road, Atlanta, GA 30328

Responsibilities:

- Management system. Assists guests at all times; responds to guest requests with diligent follow through. Job functions include empowerment to resolve guest issues through the Make it Right process. The GSR must embrace ESA's service culture and treat all guest and associates with the utmost of respect and kindness.
- Must be able to process reservations, registration, payment, and departures in accordance with company guidelines and procedures.
- Job functions to include handling collection efforts of all in-house balances. The GSR is responsible for accounting all cash, check, credit card and city ledger accounts through the property
- Job functions to include setup, maintenance and takedown of the breakfast when required by time of day; and maintaining an organized and clean work area behind the front desk, in the lobby and guest commons in compliance with company standards.
- Job functions to include selling the value of ESA to all inquiries (via telephone and in person) and striving to convert them into reservations and occupied rooms in compliance with company standards.

Qualifications:

- High School Diploma or General Education Degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

Apply Online at: <https://tinyurl.com/2c9r4uaw>

Source: Indeed

Receptionist (Alpharetta)



3000 Old Alabama Road, Alpharetta, GA 30022

Responsibilities:

- Enthusiastically greets each member and guest promptly using the proper greeting for time of day to create a friendly positive entrance and departure to and from the gym
- Personally checks each member into the gym using the proper check-in procedures
- Register all guests into the gym using proper registration procedures
- Provides new guests with a tour of the gym and helps answer questions about current membership options
- Assists guests with purchasing a new membership
- Answers phone in a professional and courteous manner and uses proper phone greeting techniques
- Processes retail and concession sales
- Cleans and maintains the front desk area

[No qualifications specified in ad.]

Apply Online at: <https://tinyurl.com/24ues97w>

Source: Indeed

Administrative Assistant (Sandy Springs)



Realty Trust Group

1100 Johnson Ferry Road NE, Atlanta, GA 30342

The Administrative Assistant is responsible for supporting several members of the leadership team on various initiatives, both administrative and client related, and preparing documents and presentations for final production.

- Extensive use of InDesign, Microsoft Office with special focus on Outlook calendar usage, processing documents, and the creation of Executive Reports and Deliverables.
- Draft, file and retrieve letters, reports, and other documents.
- Produce information, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics.
- Maintain appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel.
- Schedule and initiate telecommunications/conference calls and videoconferences.
- Assist with internal/external meetings, scheduling, organizing, setting up meals, preparing material, and clean-up of meeting location.
- Communicate to the office/firm on behalf of the leadership team, as directed -- both in person and electronically.
- Manage travel arrangements and related expenses for the leadership team.

Qualifications:

- High school degree required, Associate's or Bachelor's Degree preferred.
- 3-5 years' experience in a similar position if the education requirements are not met. Internship or related work experience are preferred.
- Competence with relevant software including Outlook, MS Word, PowerPoint, Excel, InDesign, Adobe Creative Suite, or similar graphic design platform.

Apply Online at: <https://tinyurl.com/2dbcdr2e>
Source: Indeed

Sales / Catering Administrative Assistant (Buckhead)



3434 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.
- Basic administrative knowledge such as business letters, formats and telephone etiquette.

Apply Online at: <https://tinyurl.com/26sujl8c>

Source: Indeed

Front Desk Agent (Alpharetta)

Hilton

5775 Windward Parkway, Alpharetta, GA 30005

Responsibilities:

- Using a computer to check guests in and out, and handle cash and credit card transactions.

[No qualifications specified in ad.]

Apply Online at: <https://tinyurl.com/28jkabwo>
Source: Indeed

PBX Operator (Roswell)



North Fulton Hospital

3000 Hospital Blvd, Roswell, GA 30076

Timely answering all phone calls received at the main hospital line * Prioritize calls to the CODE phone over all other assignments * Document all calls outside normal inquiry and routing volumes * Participate in all Emergency Announcements and follow departmental emergency protocol Customer Service * Project a positive attitude both in person and over the phone * Route calls to the correct location without delay *

Qualifications:

- High school diploma Required and Associate's Degree Preferred
- 12 months call center or customer service experience, preferably in a health care setting required
- Proficient in basic computer skills

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

Source: Employer Website

Admin Assistant PT (Dunwoody)



Accountants One

1866 Independence Square, Dunwoody, GA 30338

Accountants One, a premier accounting and finance recruiting firm, is seeking to add a Part-Time Administrative Assistant to join our internal team.

- Answer incoming calls, provide information, route to the appropriate team member
- Assist tasks such as data entry, filing, and maintaining organized records in Bullhorn Applicant Tracking System
- Run background checks
- Pickup and distribute mail, as needed
- Bank runs
- Sending start letters and managing information sheets
- Support team with administrative duties to ensure smooth operations
- Assist with meeting setup

Qualifications:

- Proficiency in Microsoft Office (Word, Excel, Outlook)
- Proven admin and customer service experience

There will be some driving and on-site work, but the majority of the role will be virtual. While this is a remote role, the candidate must be local to Dunwoody, GA.

Apply Online at: <https://tinyurl.com/2yhcz3ds>
Source: TheAhaConnection.com

Food Service, Housekeeping, & Other Now Hiring – Week of 1/26/25

Housekeeper (Roswell)

\$18 an hour

Zion Missionary Baptist Church / 888 Zion Circle, Roswell, GA 30075

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

Steward/Dishwasher (Buckhead)

\$15 an hour

Waldorf Astoria / 3342 Peachtree Road, NE, Atlanta, GA 30326

<https://tinyurl.com/296zocnw>

Spa Attendant, Ladies Locker Room (Buckhead)

\$16 an hour

Waldorf Astoria / 3342 Peachtree Road, NE, Atlanta, GA 30326

<https://tinyurl.com/28zrjz9>

Detailer/Car Washer (Roswell)

Mazda of Roswell / 11185 Alpharetta Highway, Roswell, GA 30076

<https://tinyurl.com/243b4upf>

Cleaning Associate (Sandy Springs)

\$12.00 - \$12.50 an hour

Marshalls / 5932 Roswell Road, Sandy Springs, GA 30328

<https://tinyurl.com/26q5m5ee>

Room Attendant (Buckhead)

\$16 an hour

Hotel Colee / 3377 Peachtree St NE, Atlanta, GA 30326

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

Housekeeper PT (Perimeter)

Extended Stay Hotels / 6330 Peachtree Dunwoody Road, Atlanta, GA 30328

<https://tinyurl.com/23w4xn4q>

Food Service, Housekeeping, & Other Now Hiring – Week of 1/26/25

Warehouse Associate (Roswell)

Up to \$18 an hour

Mattress Firm / 1075 Northfield Ct Ste 400, Roswell, GA 30076

<https://tinyurl.com/248kq78j>

Crew Member PT (Roswell)

\$12 - \$13 an hour

Sky Zone / 1425 Market Blvd ste 100-a, Roswell, GA 30076

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