
Full-Time File Clerk (Roswell)



1455 Old Alabama Road, Roswell, GA 30076

Responsibilities:

- Opening and Closing of the office.
- Manage client communication: May be responsible for communicating with clients, answering their questions, and ensuring their needs are met.
- Review scheduled appointments and relevant calendars, remaining conscious of upcoming meetings in office or deadlines of RFEs and NOIDs.
- Scanning application packets, uploading to client portal, regular runs to USPS or UPS to pick up mail.
- Taking payments (cash, Money Order, Check, and LawPay).
- Process mail by scanning in and uploading to DropBox.
- Light cleaning and organizing of commonly used areas of the office, seating area, and conference rooms. (Please note we have housekeeping already so you will not be doing that).
- Provide general administrative support, such as ordering supplies, managing office equipment, and handling other administrative tasks.
- Maintains supplies inventory by checking stock to determine inventory level, anticipating needed supplies, and placing and expediting orders for supplies.

Qualifications:

- Associate Diploma or equivalent
- Microsoft Office: 1 year (Preferred)
- Customer Service: 1 year (Preferred)
- 1 -3 years of similar experience (preferred)

8:30 Am - 4:30 PM EST

\$16 - \$17 an hour

Apply Online at: <https://tinyurl.com/2brqng5g>

Source: Indeed

Scheduler PT (Roswell)



1000 Applewood Dr, Roswell, GA 30076

Responsibilities:

- Coordinates resident services and/or associate schedules. Responsible for filling all open shifts by contacting back up associates according to established protocol.
- Ensures that community and corporate policies are disseminated and followed by all care associates.
- Provides services as needed and within professional and state guidelines.
- Coordinates alternative resources for associates and families.
- Ensures adequate staffing coverage for the provision of services on a day-to-day basis.
- Reports all accidents and/or incidents to the Director or designee immediately.
- Completes data entry and administrative reporting as necessary.
- Assists the Director or designee in the recruiting, hiring, orientation and training of new associates.

Qualifications:

- High school diploma or General Education Degree (GED) required. Prefer one year experience working with older adults or in a related health care setting.
- Must have knowledge and working capability of PCs, including Microsoft Word and Excel.

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

Source: Indeed

Administrative Services Specialist (Buckhead)

BAKER DONELSON

3414 Peachtree St NE Suite 1500, Atlanta, GA 30326

Providing services such as copying, printing, scanning, mailing, FedEx, Preparing expense reports and check requests, assisting with electronic client files, coordinating with third party vendors, data entry, scheduling and coordinating meetings and conferences which may include distribution of materials, travel arrangements , time entry, downloading and saving documents from external sites, reconciling bills, W-9 requests and other projects as assigned.

Qualifications:

- Office administrative experience (law firm experience preferred but not required)
- Proficient in Microsoft Office, Word, Outlook, and Excel

Apply Online at: <https://tinyurl.com/29ezxb35>

Source: Indeed

Workplace Experience Senior Coordinator (Alpharetta)



6435 Shiloh Rd, Alpharetta, GA 30005

Responsibilities:

- First point of contact for all those entering the facility. Greet them with a friendly and welcoming demeanor. Issue visitor and parking passes and follow security protocols. Escort visitors to the proper location.
- Make a memorable first impression by answering the telephone in a professional manner.
- Arrange and confirm recreational, dining, and business activities on behalf of the requestor.
- Manage janitorial or maintenance work orders as needed. Address issues with vendors or staff as needed.
- Escalate inquiries or complaints from employees, guests, and co-workers.
- Provide support for the team as directed including office supply management, meeting coordination, and equipment care.
- Create customized client materials that follow brand guidelines.

Qualifications:

- High School Diploma or GED with 2-3 years of job-related experience.
- Advanced knowledge of Microsoft Office products. Examples include Word, Excel, Outlook, etc.

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

Source: Employer Website

Front Desk Agent (Alpharetta)



1005 Kingswood Place, Alpharetta, GA 30009

Responsibilities:

- Perform all check-in and check-out tasks
- Manage online and phone reservations
- Inform customers about payment methods and verify their credit card data
- Register guests collecting necessary information (like contact details and exact dates of their stay)
- Welcome guests upon their arrival and assign rooms
- Provide information about our hotel, available rooms, rates and amenities
- Respond to clients' complaints in a timely and professional manner
- Liaise with our housekeeping staff to ensure all rooms are clean, tidy and fully-furnished to accommodate guests' needs
- Confirm group reservations and arrange personalized services for VIP customers and event attendees, like wedding guests

Qualifications:

- Work experience as a Hotel Front Desk Agent, Receptionist or similar role
- Hotel experience: 1 year (Preferred)

\$14 - \$15 an hour

Apply Online at: <https://tinyurl.com/2ad9kxx8>

Source: Indeed

Retail Office Assistant (Alpharetta)



6551 North Point Parkway, Alpharetta, GA 30022

Store Office Assistants are 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 as assigned.

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/2xws6dxd>

Source: Employer Website

Posted 2/2/2025

Community Associate (Buckhead)



3455 Peachtree Road NE, Atlanta, GA 30326

As a Community Associate, you'll work closely with new and existing customers across a myriad of industries, working to create and maintain your own community within your center, where you will help take care of all the administrative and support needs for your customers...so that your customers can focus on running their business.

Qualifications:

- Ideally 1+ years of customer service experience
- Experience and confidence using MS Office and other basic IT equipment

\$17 an hour

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

Source: Employer Website

Executive Assistant (Alpharetta)



10745 Westside Way Ste 100, Alpharetta, GA 30009

Responsibilities:

- Calendar and Schedule Management: Proactively manage the day of the Executive(s), resolving conflicts, coordinating, anticipating, strategizing, and prioritizing to ensure an effective time management approach.
- Advanced Planning, Preparations & Research: Anticipate pre-meeting needs by conducting research and preparing materials to support the executive's preparation. May involve coordinating prep calls, meetings, logistics coordination between leaders/teams, etc., and possibly creating or drafting materials if needed. Assist in managing action items; independently conduct follow-ups to ensure timely completion of tasks and where needed.
- Meeting Scheduling & Logistics: Coordinate in-person, hybrid, and virtual meeting arrangements with internal and external audiences including conference calls with Teams. Seek out context of the business (why the team leaders are meeting with people) to assimilate information and provide strategic support.
- Travel Arrangements: Manage travel arrangements, ensuring obligations are strategically prioritized.
- Expense Reporting: Prepare, reconcile, and submit expense reports in a timely fashion, and according to Vizient expense policies.

Qualifications:

- Relevant degree preferred.
- 5 or more years of relevant experience in a senior administrative support role required.
- Proficiency in Microsoft Word, Excel, and PowerPoint required.

Apply Online at: <https://tinyurl.com/249ut6rj>

Source: Employer Website

Order Entry and Customer Service Representative (Chamblee)



3400 Malone Dr, Atlanta, GA 30341

Responsibilities:

- Accurately enter and process customer orders in our system.
- Respond to customer inquiries via phone, email, and chat in a timely and professional manner.
- Provide product information assistance to customers.
- Coordinate with the sales and logistics teams to ensure timely order fulfillment and delivery.
- Maintain and update customer records in our CRM database (HubSpot).
- Handle customer complaints and resolve issues to ensure customer satisfaction with the support team.
- Assist with other administrative tasks as needed.

Qualifications:

- High school diploma or equivalent; a bachelor's degree is a plus.
- Previous experience in order entry, customer service, or a related field.
- Proficiency in Microsoft Office Suite and CRM software.

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

Source: Employer Website

Admissions Representative (Dunwoody)



2151 Peachford Road, Atlanta, GA 30338

Responsibilities:

- Admission process: Obtain patient and other required signatures for all admission paperwork. Obtain copies of patient ID and insurance cards. Take patient picture and upload into the TIER system. Complete labels and wrist bands. Bring copies of the face sheet to the unit to be placed in the physical chart.
- Quality Audits: Review and update documentation pertaining to patient insurance, demographics, or financial counseling notes.
- Phone Calls: Serve as back-up in responding to telephone and face-to-face inquiries seeking mental health care or information about mental health related services.

Qualifications:

- A high school diploma or GED
- Proficiency in operation of computer equipment and previous experience in a psychiatric hospital setting is preferred.

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

Source: Employer Website

Transportation Assistant (Fulton County)



Open Interviews

Saturday, February 8, 2025

410 South Main Street, Alpharetta, GA 30009

Transportation Assistants are responsible for assisting bus drivers in providing on-going and emergency support to special needs students (both ambulatory and non-ambulatory) while riding, loading, or unloading the school bus to ensure the safety of all passengers on special needs buses.

No experience required; Previous experience working with students with disabilities preferred.

Paid Training

Apply Online at: <https://tinyurl.com/2y9zd35b>

Source: Indeed

Customer Service Representative (Chamblee)



2375 John Glenn Drive, Chamblee, GA 30341

Role includes talking to customers, scheduling, supporting employees in the field, phones calls, emails, texts, chats, administrative work and more.

Qualifications:

- Previous experience scheduling route work
- Basic computer skills - MS Office

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

Source: Indeed

Receptionist PT (Roswell)



1000 Applewood Dr, Roswell, GA 30076

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.]

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

Source: Indeed

Administrative Assistant (Sandy Springs)



105 Cliftwood Drive, Sandy Springs, GA 30328

Responsibilities:

- Photograph and video camps, classes and birthday events
- Weekend Party host
- Inventory Control
- Classroom Organization
- Customer Support

Qualifications:

- Reliable transportation
- Minimum of 1 year of experience in a similar administrative or customer service role.
- Social Media experience is a plus
- Passion for or interest in the arts & crafts is highly desirable. (art degree is not required, but must be a quick learner and have a flair for crafting)

Expected hours: 35 – 40 per week

\$15.00 - \$17.50 per hour

Apply Online at: <https://tinyurl.com/2abxr8oc>

Source: Indeed

Executive Assistant (Sandy Springs)



333 Sandy Springs Cir Suite 210, Atlanta, GA 30328

Responsibilities:

- Manage schedules, appointments, and correspondence (emails, calls, etc.).
- Organize project timelines and track deadlines. Maintain and update project documentation, permits, and zoning paperwork.
- Assist with budgeting, invoicing, and account management.
- Collaborate with vendors, contractors, and stakeholders to ensure seamless project execution.
- Track progress on both factory-built homes and remodeling projects. Organize factory tours, client presentations, and site visits.
- Support in managing the company's online presence (social media updates, newsletters, website).
- Conduct research as needed (e.g., materials, local contractors, market trends).
- Handle personal assistant duties, including occasional errands.

Qualifications:

- Proven experience as an executive or private assistant, project coordinator, or similar role.
- Proficiency in tools like Microsoft Office, Google Workspace, QuickBooks (or similar), and project management software.

\$55,000 - \$65,000 based on experience

Apply Online at: <https://tinyurl.com/264fo73y>

Source: Indeed

Food Service, Housekeeping, & Other Now Hiring – Week of 2/2/25

Hosts (Alpharetta)

Up to \$15.00 per hour

Pappadeaux Seafood Kitchen / 10795 Davis Drive, Alpharetta, GA 30009

<https://tinyurl.com/233lf8qg>

Valet Attendant (Sandy Springs)

\$12 an hour

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

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

Team Member (Dunwoody)

\$12.00 - \$13.00 per hour

Ben & Jerry's / 210 High St Suite 109, Dunwoody, GA 30346

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

Car Washer (Alpharetta)

Audi North Atlanta / 11505 Alpharetta Highway, Roswell, GA 30076

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

Kitchen Support (Sandy Springs)

\$16 - \$18 an hour

Sunshine Retirement Living / 335 Hammond Drive, Sandy Springs, GA 30328

<https://tinyurl.com/2btyfw7t>

Preschool Kitchen Assistant (Roswell)

\$18 - \$20 an hour

Monday - Friday, 8:30 AM - 2:30 PM (30 hours per week)

Building Kidz of Roswell / 11516 Woodstock Rd, Roswell, GA 30075

<https://tinyurl.com/2bz6cqvk>

Room Attendant PT (Perimeter)

\$15 an hour

Hampton Inn / 4565 Ashford Dunwoody Rd, Atlanta, GA 30346

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

Food Service, Housekeeping, & Other Now Hiring – Week of 2/2/25

Housekeeping PT (Roswell)

\$16 an hour

The Georgian Lakeside / 1070 Hardscrabble Road, Roswell, GA 30075

<https://tinyurl.com/2d4jd6bq>

Dishwasher (Alpharetta)

\$15 - \$18 an hour

Kona Grill / 5100 Avalon Blvd, Alpharetta, GA 30009

<https://tinyurl.com/2based4c>