
Office Coordinator (Sandy Springs)



5605 Glenridge Drive NE, Atlanta, GA 30342

Responsibilities:

- Serve as the first point of contact with office guests and callers to the Company, such as greeting guests and showing them to designated conference rooms and/or notifying employees of visitors.
- Coordinate with IT Department and assist guests in connecting to the conference room AV system: Teams, Wifi, Zoom, USB connections.
- Ensure common areas, meeting rooms and hub spaces remain presentable and take steps to correct any issues.
- Manage the relationships with vendors and office providers.
- Point person for mail distribution and shipping/receiving UPS packages. Assist in overnighting documents via UPS.
- Answers phones. Takes messages or transfer calls.
- Procure all supplies for office and breakrooms. Ensure areas remain stocked and orderly.

Qualifications:

- High school diploma and three years administrative experience.
- Associate's degree or equivalent college credits, five years administrative experience, and industry related experience preferred

8:00am-5:00pm Monday through Friday

Apply Online at: <https://tinyurl.com/2xwnzon4>

Source: Indeed

Administrative Support Assistant & Hangout Area Supervisor (Alpharetta)



3035 Fanfare Way, Alpharetta, GA 30009

Responsibilities:

- Provide secretarial support for middle and/or high school operations.
- Manage and process paperwork related to attendance and academic tracking.
- Utilize Google Suite and school database systems to generate reports, update attendance records, and streamline documentation.
- Follow up on student attendance and communicate with students to coordinate make-up hours.
- Support the coordination of school events, meetings, general email, and scheduling needs.
- Support student clubs and fundraising efforts
- Newsletter preparation
- Monitor the High School Hangout Area and/or courtyard/field
- Enforce school policies and behavioral expectations during transitions, lunch periods, and other non-classroom settings.
- Serve as a point of contact for students in the High School Hangout needing guidance or redirection during the school day.

Qualifications:

- Strong proficiency in Google Suite (Docs, Sheets, Forms, etc.) and school database systems.
- Prior experience in a school setting or administrative role is preferred.

Apply Online at: <https://tinyurl.com/22ymeh5v>

Source: Indeed

Front Desk Receptionist PT (Sandy Springs)



5920 Roswell Rd Suite D201, Atlanta, GA 30328

Responsible for greeting customers at the door, scheduling students, answering the phone, in store sales/transactions, light cleaning at the end of the day and registering new customers.

Qualifications:

- Customer service: 1 year (Preferred)
- Knowledgeable in the music field

3:30pm-7:30pm during the week and Saturday mornings 9:30am-2pm. Saturdays are mandatory.

From \$18.00 per hour

Apply Online at: <https://tinyurl.com/2a2qnnog>

Source: Indeed

Customer Relations Specialist (Roswell)



2662 Holcomb Bridge Road, Roswell, GA 30076

Responsibilities:

- Answer incoming calls and make outbound calls to customers to schedule, confirm and follow up on service appointments
- Proficiently navigate a Windows-based & Web-based system to track routes and optimize current and future schedules – don't worry, we will train you!
- Apply expertise developed in training to schedule appointments for technicians to efficiently minimize drive time and/or distance as needed and recommend alternative routes when appropriate
- Use your sharp listening skills and probing questions to identify the customer's concern and evaluate their needs
- Monitor, update and maintain customer database with accurate information including call details, disposition of calls, payments and other results
- Reschedule unserved accounts within 24 hours

Qualifications:

- Previous experience in Customer Service or Sales preferred
- High School Diploma or equivalent required
- Basic computer skills in various software and web-based applications
- Proficient in Microsoft Office

\$18 TO \$20 AN HOUR

Apply Online at: <https://tinyurl.com/24shy8x2>

Source: Indeed

Administrative Assistant (Alpharetta)



Lexus Southern Area

11540 Great Oaks Way, Alpharetta, GA 30022

The primary responsibility of this role is to provide executive-level administrative support, acting with little supervision, anticipating needs while managing the day-to-day workflow, and prioritizing various projects for the Lexus Southern Area.

- Manage complex executive schedules
- Maintain monthly budget report updates, forecasting, and inputting for departments, to comply with SOX and corporate requirements:
- Coordinate the issuance of American Express Cards.
- On-site Security liaison with Security, photos, issuing badging, access, and alarm codes.
- Expense report preparation for GM/ AGM
- I-9 Management: Coordinator, attend weekly/monthly calls. Must be familiar with TalX/Equifax
- Reconcile P-Card transactions
- Create purchase orders, requisitions, and check requests

Qualifications:

- Experience as an administrative assistant.
- Prior experience supporting an executive-level position.
- Proficiency in MS Outlook, Excel, Word, PowerPoint, Teams, OneNote.

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

Source: Employer Website

Administrative Assistant (Chamblee)



Wisemen Multimedia, LLC

1954 Airport Rd STE 225, Chamblee, GA 30341

Responsibilities:

- Reception & Front Desk Management
- Schedule and coordinate meetings, appointments, and conference calls, ensuring efficiency in scheduling.
- Prepare and distribute company correspondence, reports, and presentations.
- Maintain and organize company records, databases, and filing systems (both digital and physical).
- Order and maintain office supplies, ensuring inventory is stocked for all departments.
- Coordinate office maintenance requests and liaise with vendors as needed.
- Assist in responding to client inquiries, providing basic information about company services.

Qualifications:

- High school diploma or equivalent (Bachelor's degree in Business Administration or related field preferred).
- Minimum of 2-4 years of experience in an administrative, receptionist, or customer service role.
- Experience in a multimedia, entertainment, or technology-based company is a plus.

\$45,000 - \$55,000.

Apply Online at: <https://tinyurl.com/29oba4q8>

Source: Indeed

Guest Services Coordinator (Alpharetta)



IST Management

2655 Northwinds Parkway, Alpharetta, GA 30009

This is a direct hire, full time position with IST Management, with the opportunity for advancement into site management roles and beyond.

- 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; Other duties as assigned

Qualifications:

- Prior reception experience in any office environment
- Keyboarding and windows environment PC skills
- Must have access to reliable transportation

Monday-Friday, 8:30AM-5:30PM

\$17.00 - \$18.00 per hour

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

Source: Indeed

Administrative Specialist (Roswell)



11660 Alpharetta Hwy Suite 440, Roswell, GA 30076

Qualifications:

- Verifiable skills with Microsoft Office products, specifically expert experience in Excel

M-F 8-5 pm

\$16 to \$19

Apply Online at: <https://tinyurl.com/294xp4tl>

Source: Indeed

Receptionist (Perimeter)



1050 Crown Point Parkway, Suite 1000, Dunwoody, 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.
- Assist with keeping the office organized and running smoothly.

Qualifications:

- Experience with phone systems preferred

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

Source: Indeed

Concierge (Buckhead)



3747 Peachtree Rd NE, Atlanta, GA 30319

The Concierge/Receptionist in our living care community provides exceptional customer service, creates a welcoming atmosphere, and ensures smooth operations. This role combines receptionist duties with concierge responsibilities, offering personal assistance to residents, visitors, and staff. Key tasks include scheduling, managing inquiries, providing information on services and events, and coordinating resident requests

Qualifications:

- High school diploma or equivalent.
- Proficiency in using office software (e.g., Microsoft Office, scheduling software) and other relevant systems to manage appointments, records, and communications.
- Experience in a high-end, service-focused role, preferably with seniors or in the hospitality industry.

Sunday - Thursday 6:30am to 3:00pm

\$19-\$22 an hour

Apply Online at: <https://tinyurl.com/2yjq54mf>

Source: Indeed

Office Receptionist (Sandy Springs)

Serenity

Serenity Healthcare

990 Hammond Dr Suite 600, Sandy Springs, GA 30328

Responsibilities:

- Update and verify customer information upon each visit.
- Help patients feel valued by creating rapport, and remembering their names, their interests, and stories.
- Answer questions, address worries, respect boundaries, and be sensitive to each person's individual challenges.
- Ensure a positive patient experience by providing support and compassion.
- Rotate through other various office tasks throughout the day.

Qualifications:

- High School Diploma/ GED.
- 1+ year of full-time customer service experience, reception, or personal customer service industry.

Apply Online at: <https://tinyurl.com/26sy2u4l>

Source: Indeed

Administrative Assistant II (Alpharetta)



LAWRENCEVILLE | ALPHARETTA-NORTH FULTON

2875 Old Milton Pkwy, Alpharetta, GA 30009

Under general supervision of senior management, performs advanced and diversified secretarial/clerical duties requiring broad and comprehensive experience, skill and knowledge of organization policies and procedures in support of the department. Completes administrative tasks and special projects as requested not limited to the areas of personnel, budgeting and management of records. May provide assistance in purchasing and accounting tasks.

Qualifications:

- Associates degree in Business Administrative Technology *and* One (1) year of related work experience OR High school diploma or equivalent *and* Two (2) years of related work experience.
- Previous experience working in an academic setting preferred

29 hour part-time

\$17.42 per hour

Apply Online at: <https://tinyurl.com/287htyak>

Source: Employer Website

Posted 2/9/2025

Executive Assistant (Brookhaven)



1575 Northeast Expy NE, Brookhaven, GA 30329

Responsibilities:

- Maintains calendar, schedules appointments, and works with leader to manage time.
- Schedules meetings for assigned leader, including reserving meeting rooms, ordering meals, developing agendas, inviting participants, maintaining minutes, greeting guests, and checking room accommodations such as audiovisual setup and catering needs.
- Maintains payroll reports reflecting assigned staff working, sick, vacation, and other times.
- Approves expense reports as assigned by leader.
- Screens incoming phone calls and manages relationship with outside vendors and internal staff.
- May serve on special projects, committees, or act as manager or department representative.
- Prepares department and committee minutes/agenda and coordinates other meeting materials in a timely manner.

Qualifications:

- 4 years of administrative experience supporting vice president-level roles
- Bachelor's degree in Business, Healthcare, or related field preferred

Apply Online at: <https://tinyurl.com/22w56ecl>

Source: Indeed

Human Resources Generalist (Sandy Springs)



3 Glenlake Pkwy NE, Sandy Springs, GA 30328

Responsibilities:

- Manage all aspects of the employee lifecycle and job changes as assigned.
- Anticipate, analyze, and communicate critical metric reports to the operations, government agencies, and external vendors.
- Promptly and accurately respond to relative audit requests.
- Manage the compiling and maintenance of HR records.
- Partner with Payroll on the accuracy of team member pay, including promotions, rate changes, severance, etc.
- Lead and facilitate critical administrative process improvement efforts contributing to a world-class HR organization.
- Support the HRBP team with Talent processes, including Talent Review, goal follow-up, and performance appraisals.
- Apply knowledge of HR concepts, procedures, policies, laws, and best practices to provide quality HR support to team members at all levels.
- Implements new hire orientation (as appropriate based on the needs of the business).
- Performs routine tasks required to administer and execute human resource programs, including but not limited to disciplinary matters, disputes and investigations, performance and talent management, productivity, recognition, and morale.

Qualifications:

- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.

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

Source: Employer Website

People Operations Associate (Brookhaven)



2970 Clairmont Road, Atlanta, GA 30329

Responsibilities:

- Manage applicant system administration requisition review and approval, job postings, offer letter management, disposition of applicants, and associated communications.
- Consult with hiring managers in recruiting needs - provide tools, resources and support where required.
- Manage the pre-employment process; review candidate backgrounds, send approval for hire to managers and conduct daily audits as needed.
- Create a world-class end-to-end experience for new hires during the onboarding process.
- Manage the creation, execution and administration of monthly communication including but not limited to: Hot Jobs, Talent Announcements, Peakiversaries, etc.
- Assist in the administration of health and wellness programs and initiatives underneath PeakMades LiveWell Program.
- Responsible for the entry and audit of HRIS data to include position changes, supervisor changes, title changes, transfers, organizational structure changes, etc.
- Serve as the Point of Contact for the POPS Helpdesk Ticketing system and support the People Operations Support Email to ensure customer inquiries are resolved and responded to in a timely manner.
- Maintain confidential personnel files with all necessary documents as required by state and federal regulations.

Qualifications:

- Bachelor's Degree in Human Resources Management, Business, Psychology, or other related field preferred
- 1-2 years of general HR experience preferred
- Experience working with HCM systems; Paycom experience preferred.

Apply Online at: <https://tinyurl.com/29t84lsp>

Source: Indeed

Administrative & HR Coordinator (Buckhead)



3384 Peachtree Rd NE, Atlanta, GA 30326

Responsibilities:

- Facilitate new hire onboarding, including paperwork, system setup, and office integration.
- Act as the first point of contact for administrative HR-related inquiries, escalating complex issues to the HR Director.
- Maintain confidential personnel records and ensure compliance with HR policies and procedures.
- Assist with employee engagement initiatives, internal communications, and performance check-ins.
- Support training coordination, benefits enrollment, and professional development programs.
- Oversee daily office operations, ensuring an organized and efficient workplace.
- Manage office supplies, vendor relationships, and office logistics.
- Coordinate meetings, travel arrangements, and company events.
- Provide basic IT and system support for office-related technology, working with Sarasota-based admin as needed.

Qualifications:

- Bachelor's degree preferred in Human Resources, Business Administration, Office Management, or a related field. Equivalent work experience may be considered.
- 3+ years of experience in administrative support, office coordination, or HR-related roles.

Apply Online at: <https://tinyurl.com/256w6ckb>

Source: Indeed

Membership Service Representative (Alpharetta)



Ed Isakson / Alpharetta YMCA

3655 Preston Ridge Rd, Alpharetta, GA 30005

Responsibilities:

- Provide excellent service to members, guests, and program participants in the branch and on the phone, contributing to member retention.
- Welcome members as they enter and leave the YMCA.
- Greet, engage, and/or tour prospective members and program participants.
- Support membership operations through sale of memberships and program offerings.
- Actively develop, educate, and own the knowledge base to quickly respond to member, prospective member, and program member questions.
- Take steps to building committed and connected relationships with members, volunteers, and collaborative partners.
- Directly handle and resolve membership concerns and informs supervisor of unusual situations or unresolved issues.
- Communicate in a positive manner with members, guests, program participants and volunteers. Provide appropriate assistance as needed.
- Assist in annual branch Why It Matters Campaign. Achieve individual and team goals as related to the campaign.

Qualifications:

- 1+ years of experience in work relating to customer service, either paid or volunteer
- Computer Proficiency with MS Office Suite

Apply Online at: <https://tinyurl.com/2afux4je>

Source: Employer Website

Office Coordinator (Buckhead)



3032 Briarcliff Rd NE, Atlanta, GA 30329

Responsibilities:

- Performing administrative duties such as scheduling meetings and appointments, answering phone calls, and managing correspondence
- Organizing and maintaining files and databases in a confidential manner
- Assisting in the preparation of regularly scheduled reports
- Supporting other staff with their tasks and ensuring the office runs smoothly
- Managing office supplies and liaising with vendors to ensure regular supply

Qualifications:

- Proficiency with common word processing and spreadsheet software

Apply Online at: <https://tinyurl.com/26djvnt3>

Source: Indeed

Mail Clerk (Chamblee)



2970 Brandywine Rd Suite 200, Atlanta, GA 30341

Open, sort, batch and scan incoming mail. Access various software programs to aide in batching receivables by location. Perform day to day financial transactions. Including retrieving, classifying, computing, and recording accounts receivables' data in compliance with financial policies and procedures. Identify and provide management with daily issues hindering mail batching and check deposits.

Qualifications:

- High school diploma 1-2 years of work experience in an office environment
- Dental environment preferred
- Proficient in the use and application of MS Office, specifically Excel

Apply Online at: <https://tinyurl.com/27hqdyq2>

Source: Indeed

Food Service, Housekeeping, & Other

Now Hiring – Week of 2/9/25

Delivery Driver (Alpharetta)

\$21.25 per hour

Amazon DSP / 6020 Shiloh Rd, Alpharetta, GA 30005

<https://tinyurl.com/246fh2hv>

Host (Perimeter)

\$11.00 - \$16.25 / Hour

The Cheesecake Factory / 4400 Ashford Dunwoody Road, Atlanta, GA 30346

<https://tinyurl.com/299b5kkz>

Doorman 3pm-11pm (Buckhead)

\$12.00 per hour

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

<https://tinyurl.com/29p5rztb>

Service Porter (Alpharetta)

North Point Volvo / 1570 Mansell Rd, Alpharetta, GA 30009

<https://tinyurl.com/28ln2abh>

Dishroom Transporter - Evening (Sandy Springs)

Northside Hospital / 1000 Johnson Ferry Rd NE, Atlanta, GA 30342

<https://tinyurl.com/22ebs085>

Warehouse Associate PT (Doraville)

\$12 an hour

BrandsMart USA / 5000 Motors Industrial Way, Atlanta, GA 30360

<https://tinyurl.com/22b6w9t3>

Auto Wash Team Member PT (Alpharetta)

From \$12.50 an hour

Sagelane Carwash / 2200 Avalon Boulevard, Alpharetta, GA 30009

<https://tinyurl.com/24th554s>

Housekeeper PT (Buckhead)

\$18.93 an hour

Lenbrook / 3747 Peachtree Rd NE, Atlanta, GA 30319

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