
Office Assistant (Buckhead)



3379 Peachtree Rd NE Ste. 820, Atlanta, GA 30326

Responsibilities:

- Provide administrative support to the Senior Administrator, Marketing Director, and Sales Team.
- Assist with correspondence, and office organization.
- Prepare reports, presentations, and documents as needed.
- Support marketing efforts, including social media scheduling and event coordination.
- Help manage client relationships.
- Handle data entry, invoicing, and other clerical duties.
- Coordinate internal communication and assist with office logistics.

Qualifications:

- Prior administrative or office assistant experience preferred.
- Proficiency in Microsoft Office (Word, Excel, Outlook).
- Experience in the restaurant or hospitality industry is a plus.

\$17 - \$20 an hour

Apply Online at: <https://tinyurl.com/23jlaq76>

Source: Indeed

Administrative Assistant (Alpharetta)



3780 Mansell Rd #150, Alpharetta, GA 30022

Responsibilities:

- Reception desk e.g., greet visitors, performs administrative duties including typing, incoming and outgoing mail handling, copying, and other related duties
- Maintains calendars, schedules appointments, makes travel arrangements and completes expense reports
- Assists with scheduling interviews via zoom and in person in Alpharetta
- New employee support
- Operates all office equipment
- Purchases and manage office supplies inventory
- Acts as a liaison with property management and sustains a professional environment for internal and external department visitors.
- Acts as Site Coordinator for the office and is the primary facilitator of all office wide communications
- Creates and distributes specialized reports as needed
- Performs all meeting arrangement functions for assigned staff e.g., catering needs, assist with preparation of presentations, and other related duties

Qualifications:

- HS Degree or equivalent
- Equivalent is defined as having 4 years of relevant experience
- Minimum of 2 years of administrative experience
- Good knowledge of Microsoft Office (Word, PowerPoint, Excel)

Apply Online at: <https://tinyurl.com/27rmyc2l>

Source: Indeed

Data Entry Coordinator (Alpharetta)



4005 Old Milton Parkway, Alpharetta, GA

Responsibilities:

- Entering and maintaining customer information in our customer relations management software (CRM)
- Alert technicians of new appointments and confirm with customers of an upcoming service
- Administer a high volume of inbound calls

Qualifications:

- Working knowledge of Microsoft Office Suite
- High school diploma or equivalent

Apply Online at: <https://tinyurl.com/2clu6rk8>

Source: Employer Website

Customer Service Attendant PT (Dunwoody)



1600 Dunwoody Club Drive, Atlanta, GA 30350

Responsibilities:

- Greet members by name upon arrival & departure of the fitness floor.
- Offer members assistance with equipment; in addition to answering member questions regarding equipment, operational issues, and workouts (when it is within your scope).
- Promote all wellness programs including but not limited to: Personal Training, Massage, Group Exercise Classes, Physical Therapy, Charity Events, etc.
- Walk-through the gym regularly to interact with members, maintain fitness floor, and all fitness equipment.
- Complete scheduled new member orientations to new members. New member orientations are scheduled by the Front Desk.
- Enforce all DCC & Wellness Center rules to members (age limit, cell phone, etc.)'

Qualifications:

- Health club & gym management: 1 year (Preferred)

\$15.00 - \$16.00 per hour

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

Source: Indeed

Receptionist (Alpharetta)



SEV Laser

970 North Point Dr, Alpharetta, GA 30022

Responsibilities:

- Greet and welcome clients as they arrive at the facility.
- Answer phone calls and respond to inquiries in a professional and timely manner.
- Schedule appointments and manage the calendar for the team.
- Educate clients about our services and promotions, effectively communicating the benefits of our offerings.
- Assist in the sales process by identifying client needs and recommending appropriate services.
- Process payments and maintain accurate financial records.
- Ensure the reception area is clean, organized, and welcoming.
- Collaborate with the team to meet sales targets and contribute to overall business goals.

Qualifications:

- Previous experience in a receptionist or customer service role is preferred.
- Strong sales skills

3-4 days per week including weekends

Apply Online at: <https://tinyurl.com/25cwc4xr>

Source: Indeed

Front Desk Assistant (Perimeter)



41 Perimeter Center East, Dunwoody, GA 30346

Responsibilities:

- Provide a positive environment for supportive, recovery-based treatment.
- Serve as initial point of contact for the company, including incoming phone calls, vendors, patients and visitor
- Cordially and professionally greet all visitors and phone callers
- Primary contact for ensuring facility readiness and cleanliness in the mornings

Qualifications:

- Bachelors Degree preferred
- At least 2 years of experience in a Front Desk, Administrative or equivalent position, required.
- Experience in a healthcare setting preferred.

Monday-Friday 7:30 am-4:30 pm

Apply Online at: <https://tinyurl.com/24y3h5yt>

Source: Indeed

Administrative Assistant (Alpharetta)

BlueTrust

1125 Sanctuary Pkwy Suite 500, Alpharetta, GA 30009

Responsibilities:

- Provides primary administrative support to Wealth Solutions division, with emphasis on the Alpharetta team and general support to broader Wealth Solutions team as needed/requested.
- Greets and directs guests in a warm, welcoming manner.
- Manages booking and preparation of shared conference rooms (set-up, presentation, coffee and beverage station maintenance, meal and/or snack service, etc.).
- Coordinates office services (copiers, postage machine, phones, building management, etc.)
- Orders and maintains office and kitchen supplies
- Performs additional administrative services such as copying, scanning, typing, presentation and meeting material assembly, etc.
- Utilizes personal transportation to run errands (bank and post office runs, etc.).
- Answers multiple-line telephone promptly and professionally, routing calls appropriately.

Qualifications:

- Bachelor's degree in a business-related field is preferred
- Minimum of two (2) years' prior experience in an administrative support, customer service, or human resources role in a financial, investment, banking or accounting company strongly preferred

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

Source: Employer Website

Front Desk Receptionist PT (Dunwoody)



4745 Ashford Dunwoody Rd Suite E, Atlanta, GA 30338

Responsibilities:

- Ensures high quality customer service while following all safety protocols.
- Ensures a smooth flow of customers through the store.
- Answers, screens, and forwards incoming phone calls in accordance with National Vision protocol.
- Processes and understands managed care plans while obtaining document information from the insurance company as needed.
- Provides customers basic and accurate information.
- Schedules and confirms appointments, follow-up visits and classes.
- Files all patient records daily and pulls patient files for the next day's appointments.
- Checks order status and notifies customers when orders are in or of any delays.
- Keeps reception area tidy and presentable with all necessary materials.
- Receives, sorts, distributes daily mail/deliveries and maintains inventory of office supplies.

Qualifications:

- Experience as a Receptionist, Front Office Representative or similar role preferred but not required.
- 0-2 years related experience or training preferred.
- Experience handling multiple phone lines preferred.
- High School Diploma or equivalent.

Apply Online at: <https://tinyurl.com/2b96euou>

Source: Indeed

Front Desk Agent PT (Alpharetta)



9000 Avalon Boulevard, Alpharetta, GA 30009

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.
- Promptly answer the telephone using positive and clear communication. Input messages into the computer. Retrieve messages and communicate the content to the guest. Retrieve mail, small packages and facsimiles for customers as requested.

Qualifications:

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

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

Source: Indeed

HR Administrative Assistant (Sandy Springs)



8995 Roswell Road, Atlanta, GA 30350

Responsibilities:

- Participate in all aspects of talent acquisition, including updating job descriptions, posting jobs on HRIS. Source candidates using internet tools, social media and direct recruiting
- Review resumes and credentials for appropriate skills, experience and knowledge
- Schedule interviews and coordinate with HR Manager and Hiring Managers
- Prepare on-boarding paperwork for new hires
- Work with internal and external departments to resolve HR issues
- Support Human Resources Manager as needed in various projects
- Maintains files of applicants and prepares responses for applicants as needed
- Maintains departmental files and records
- Prepares paperwork for verification of new employees
- Prepares reports, as requested

Qualifications:

- Bachelor's degree in Human Resources or a related discipline
- A Minimum of 3 years' experience in HR within a corporate or agency/staffing
- Strong PC skills, including spreadsheet and database usage, Excel, and Microsoft Word Technology savvy and highly organized

Apply Online at: <https://tinyurl.com/23btv44a>

Source: Employer Website

Admin Assistant (Chamblee)

Bradley T Harris Jewelers/Goldsmith

4360 Chamblee Dunwoody Rd #160, Atlanta, GA 30341

Field telephone calls *Receive and direct visitors *Maintain and coordinate schedules, appointments, and calendars *Create spreadsheets, presentations, and marketing materials *Maintain an organized filing system *Conduct internet research *Place orders for office equipment or business needs *Enter data into reports as needed *Create email and postal mail campaigns

Qualifications:

- Experienced in computer technology that includes excel, google docs, powerpoint, and social media marketing
- Customer service experience is required

Apply Online at: <https://tinyurl.com/24ad2pgm>

Source: Indeed

Administrative Assistant (Sandy Springs)



1000 Johnson Ferry Rd NE, Atlanta, GA 30342

Performs a wide range of secretarial and administrative duties to assist with the planning, management, and coordination of the department's overall objectives.

Qualifications:

- Three (3) years secretarial experience.
- Typing requirements vary by department
- Level of proficiency in the use and application of MS Office (Word, Excel, and PowerPoint) varies by department, see requisition for requirements.
- Must be able to use dictation equipment.

PREFERRED:

- One (1) or two (2) years college education.
- Successful completion of course in Medical Terminology.

Apply Online at: <https://tinyurl.com/29fhzh97>

Source: Employer Website

Executive Assistant (Perimeter)



1 Concourse Parkway, Atlanta, GA 30328

Responsibilities:

- Provide high-level administrative support and assistance to principals
- Day-to-day administrative support to others within the firm
- Independently initiate and implement processes to manage projects, information and people
- Manage principals schedule, meeting preparations and follow-up tasks
- Manage complex travel arrangements for principals and staff when requested
- Conduct research, compile information and prepare summaries and reports
- Develop positive and strategic relationships at all levels of the organization
- Use discretion, judgement and knowledge of the organization to facilitate the principals activities and maintain confidentiality
- Respond to the needs of callers and visitors or direct them to the appropriate party
- Format reports and documents per company guidelines

Qualifications:

- High school diploma required; Associate or Bachelor degree from an accredited college or university preferred
- Minimum three years of experience in an executive administrative role

Apply Online at: <https://tinyurl.com/2ywbj8u>

Source: Employer Website

Data Entry Specialist (Chamblee)



4420 Buford Hwy NE, Chamblee, GA 30341

We are looking for individuals to ensure the smooth transition of vehicle ownership from Carvana to our customers! You will be responsible for the administrative aspects of registering our customers' vehicles, to include checking documents and completing Registration processes.

Qualifications:

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

Training (1 week) will be paid at the full-time hourly rate

Starting Pay: \$16.00 per hour

Apply Online at: <https://tinyurl.com/2xz8y7rv>

Source: Indeed

Cashier / Receptionist (Alpharetta)



1575 Mansell Rd, Alpharetta, GA 30009

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
- Assist in scheduling and confirming sales appointments

Qualifications:

- Valid driver's license and clean driving record

\$15 - \$20 an hour

Apply Online at: <https://tinyurl.com/28hw13jo>

Source: Indeed

Salon Receptionist PT (Roswell)



625 West Crossville Road, Roswell, GA 30075

Responsibilities:

- Warmly greet clients and inform assigned technicians of their arrival
- Book and confirm appointments via phone and text message
- Process transactions (cash and credit cards) and issue receipts
- Offer beverages and chat with clients who are in the waiting area
- Welcome walk-ins, answer questions about services, and schedule appointments based on availability
- Inform clients about new services and discounts
- Cross-sell services and products when appropriate (e.g. through informative brochures and gift cards)
- Sell packages (commission will be received on products)
- Update client records with contact and billing details, appointments and services offered and technicians notes
- Maintain the cleanliness of the store and reception area

Qualifications:

- Some work experience as a receptionist or similar role
- Hands-on experiences with office equipment, like printers and POS systems
- Familiarity with processing transactions

\$11.00 - \$15.00 per hour

Apply Online at: <https://tinyurl.com/24dxfb3e>

Source: Indeed

Food Service, Housekeeping, & Other Now Hiring – Week of 2/16/25

Cashier (Perimeter)

Buffalo Wild Wings / 1260 Hammond Dr, Dunwoody, GA 30346

<https://tinyurl.com/28s33mws>

Restaurant Utility Worker (Alpharetta)

\$16 - \$17 an hour

Inspired Living / 11450 Morris Road, Alpharetta, GA 30005

<https://tinyurl.com/2bqxr6sq>

Dishwasher (Buckhead)

\$14 - \$17 an hour

Dantanna's / 3400 Around Lenox Road NE, Atlanta, GA 30326

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

House Attendant (Perimeter)

Hilton Garden Inn / 1501 Lake Hearn Drive, Atlanta, GA 30319

<https://tinyurl.com/289f73b7>

Dishwasher (Buckhead)

Up to \$17 / hour

Flower Child / 3400 Around Lenox Rd NE, Atlanta, GA 30326

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

Maintenance PT (Buckhead)

\$15 an hr

SELIG / InterContinental Buckhead Hotel | 3315 Peachtree Rd NE, Atlanta, GA 30326

<https://tinyurl.com/242qqdc9>

Delivery Driver - Delivery Helper (Alpharetta)

\$18 - \$20 an hour

The Rental Place / 8650 Nesbit Ferry Rd, Alpharetta, GA 30022

<https://tinyurl.com/293spe2b>

Donor Specialist (Sandy Springs)

\$13.00 an hour

Goodwill / 6650 Roswell Road, Sandy Springs, GA 30328

<https://tinyurl.com/245srbls>