
Assistant to Preschool Director (Buckhead)

Peachtree Road Lutheran Preschool

3686 Peachtree Rd NE, Atlanta, GA 30319

Responsibilities:

- Ensure compliance with all Bright from the Start regulations.
- Maintain all staff and student files.
- Manage inventory and order all necessary items for the school except for food.
- Assist in classrooms as necessary.

Qualifications:

- Four-year degree from an accredited university or commensurate experience.
- Proven experience in administrative environments.

\$25.00 - \$30.00 per hour

Apply Online at: <https://tinyurl.com/2cfgb7vx>

Source: Indeed

Sales Administrative Assistant (Roswell)



55 Park Square Ct # 203, Roswell, GA 30075

Responsibilities:

- Provide administrative support to the sales team, including calendar management, correspondence, and meeting coordination
- Maintain and update internal databases and CRM systems (e.g., Salesforce, Insightly)
- Assist in sales reporting, document management, and data organization
- Prepare and distribute meeting notes and action items
- Support customer engagement efforts, ensuring timely and professional communication
- Manage scheduling for sales meetings, client calls, and internal coordination
- Efficiently utilize MS Office Suite (Excel, Word, Outlook) and Google Workspace
- Assist with federal government contracting, solicitations, and RFP processes
- Collaborate with employees, subcontractors, and customers to gather and track information

Qualifications:

- 1+ years of professional administrative experience
- Prior experience with CRM systems (Salesforce, Insightly, or similar)
- Proficiency in MS Office Suite and Google Workspace
- Associate's or Bachelor's degree in Business, Marketing, or a related field preferred

\$40,000.00 per year

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

Office Administrator (Roswell)



103 Bombay Ln, Roswell, GA 30076

Responsibilities:

- Answer phones and greet clients in a friendly, warm manner
- Ensure vendor supplies are stocked for client meetings
- Record notes from client conversation in an accurate manner
- Enter and maintain databases of clients and prospects
- Manage filing system
- Attend and contribute to team meetings
- Maintain the office environment in an immaculate and organized condition
- Maintain job-related/industry specific compliance files
- Assist in organizing events, event supplies, and promotional material
- Assist in the coordination of various vendor/client events
- Develop and mail letters to clients for various purposes upon request

Qualifications:

- HS Diploma
- 1+ years of experience in working in a fast-paced office environment
- Proficient skills with MS Office Suite
- Industry experience preferred, but not required

Monday - Thursday 9am-5pm; Friday 9am-4pm

\$40,000 + bonus

Apply Online at: <https://tinyurl.com/28wz9clo>

Source: Indeed

Receptionist PT (Roswell)

Roswell

Nursing & Rehabilitation

1109 Green Street, Roswell, GA 30075

As a receptionist you will welcome guests and greet people who visit the center. You will also coordinate front-desk activities, including distributing correspondence, directing new admissions to the appropriate room and redirecting phone calls.

Qualifications:

- Computer skills

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

Source: Indeed

Tennis Center - Front Desk Associate (Brookhaven)



53 W Brookhaven Dr NE, Atlanta, GA 30319

Responsibilities:

- Conduct cleaning duties such as swiffering/vacuuuming shop floor and dusting of retail merchandise fixtures
- Acknowledge members and guests respectfully and promptly when they enter and depart the Tennis Shop
- Receive incoming phone calls, book reservations, answer questions and relay messages
- Communicate effectively and enthusiastically with great member and guest service
- Responsible for the sales transactions of all apparel and merchandise in the Tennis Shop
- Assist the Tennis Operations Manager with merchandising tasks and monthly shop inventory

Qualifications:

- Proficient in Microsoft Office software (specifically Excel, Word, Publisher, and Outlook)

Pay relative to experience, \$15 minimum

Apply Online at: <https://tinyurl.com/2cta9u8q>

Source: Indeed

Receptionist – Weekend (Roswell)



11725 Pointe Place, Roswell, GA 30076

Responsibilities:

- Greets visitors and clients in a professional manner.
- Maintains the visitor and employee sign-in/sign-out logs. Ensures all visitors are given a “Visitor” badge and ensures visitors return “Visitor” badge
- Maintains and orders office supplies for every department.
- Maintains a professional atmosphere both on the telephone and in the waiting area.
- Knows the whereabouts of staff on a continuous basis.
- Maintains a filing system for various company functions.
- Assists with projects from other departments, as necessary.

Qualifications:

- Minimum high school diploma or equivalent
- Higher Education in a business-related field preferred.
- At least one (1) year in a professional office setting.

Apply Online at: <https://tinyurl.com/27uv4fqb>

Source: Indeed

Administrative Assistant (Buckhead)



945 East Paces Ferry Rd NE #2100, Atlanta, GA 30326

Responsibilities:

- Provide administrative support to the management team including check-ins on project status, calendaring appointments, data entry, scanning, and electronic filing of deliverables
- Maintain and update documents, deliverables, and reports related to client projects and tracking
- Collaborate with internal and external constituencies to ensure client service excellence, business continuity, and confidentiality
- Assist with other projects and provide back-up to administrative colleagues as needed

Qualifications:

- 1+ year of administrative experience
- Expertise in Microsoft Office Suite required

Apply Online at: <https://tinyurl.com/224eoe5t>

Source: Indeed

File Clerk PT (Brookhaven)



1418 Dresden Dr NE #250, Brookhaven, GA 30319

Responsibilities:

- Maintain an organized and accessible system for storing physical case files. o Ensure that all active cases are clearly labeled, easily identifiable, and ready for trial at any given time.
- Implement and manage filing systems to ensure quick retrieval of case materials.
- Assist in the transport of case files and materials to trial locations. o Coordinate and assist with the setup, breakdown, and organization of materials during trial periods.
- Ensure all necessary case documents and evidence are available and properly organized during trial time.
- Oversee the movement of completed case files to long-term storage. o Ensure that all files are securely stored and comply with legal and organizational retention policies.
- Provide logistical support during trial preparation, including the movement of physical files, equipment, and other materials.
- Perform a variety of support duties as requested by the legal team, including assisting with document preparation, file creation, and any other tasks as needed.

Qualifications:

- Prior experience in case management, legal support, or related fields is a plus.
- Physical stamina to transport and handle case files and materials during trials

Expected hours: 20 – 25 per week

\$18.00 - \$20.00 per hour

Apply Online at: <https://tinyurl.com/2c5b8uvr>

Source: Indeed

Front Desk Agent (Perimeter)



6260 Peachtree Dunwoody Rd, Atlanta, GA 30328

Responsibilities:

- Answer inquiries from guests regarding restaurants, transportation, entertainment, etc.
- Follow all cash handling and credit policies.
- Be aware of all rates, packages and special promotions as listed in the Red Book.
- Be familiar with all in-house groups.
- Be aware of closed out and restricted dates.
- Obtain all necessary information when taking room reservations and follow the rate-quoting scenario.
- Be familiar with hospitality terminology.
- Have knowledge of emergency procedures and assist as needed.

Qualifications:

- College course work in related field helpful.
- Experience in a hotel or a related field preferred.

Apply Online at: <https://tinyurl.com/24mf7cze>

Source: Employer Website

HR Coordinator / Team Support (Buckhead)



Piedmont Lube Centers LLC

3715 Northside Pkwy Ste 2-185, Atlanta, GA 30327

This individual will assist the senior management team with daily recruiting operations and support our team members. Other responsibilities include day-to-day operations from an administrative aspect by being a part of our small corporate staff that supports large field operations.

- Full Cycle Employment support
- Employee Recruitment
- Maintain both hard and digital copies of employees' records
- Assist with performance management procedures
- Coordinate training sessions and seminars
- Produce and submit reports on general HR activities
- Coordinate employee's benefits
- Customer's Service Experience
- Process Unemployment and Worker's Compensation claims

Qualifications:

- Associate or bachelor's degree in a related field
- 2 years of office professional experience
- Must be proficient in Microsoft Office/Excel

Apply Online at: <https://tinyurl.com/26no8nrd>

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 per hour

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

Source: Employer Website

Receptionist PT (Buckhead)



650 Phipps Blvd NE, Atlanta, GA 30326

Responsibilities:

- Greet all visitors in a friendly, courteous and professional manner.
- Screen and require visitors to "sign-in" at reception desk.
- Answer all incoming telephone calls in a courteous and professional manner. Routes telephone calls and takes messages, as appropriate.
- Assist residents with general office needs, i.e. postage, copies, faxes, notary public, etc.
- Type, copy, order and maintain inventory of office supplies.
- Maintain and update emergency contact information.

Qualifications:

- High school diploma or GED (General Educational Development); or one to three months' related experience and/or training; or equivalent combination of education and experience.

Part time 10:30pm to 6:30 am. Must be available some weekends.

\$16 - \$17 / hour

Apply Online at: <https://tinyurl.com/2y6vz7l8>

Source: Indeed

Food Service, Housekeeping, & Other Now Hiring – Week of 2/23/25

Hotel Breakfast Attendant (Roswell)

\$13 - \$15 an hour

SpringHill Suites / 1360 Old Roswell Road, Roswell, GA 30076

<https://tinyurl.com/27mekru4>

Delivery Driver (Alpharetta)

\$21.25 per hour

Amazon DSP / 6020 Shiloh Rd, Alpharetta, GA 30005

<https://tinyurl.com/2543nc76>

Room Service Server PT (Alpharetta)

The Hotel Avalon / 9000 Avalon Boulevard, Alpharetta, GA 30009

<https://tinyurl.com/253pr3p4>

Server FT/PT (Sandy Springs)

\$15.00 per hour to \$16.50 per hour

Morrison Living / 300 Johnson Ferry Road NE, Atlanta, GA 30328

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

Housekeeper (Sandy Springs)

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

<https://tinyurl.com/28337pfv>

Car Wash Attendant PT (Roswell)

Tidal Wave Auto Spa / 1564 Holcomb Bridge Road, Roswell, GA 30076

<https://tinyurl.com/2a5zbx4c>

Dishwasher (Perimeter)

Up to \$18 / hour

Culinary Dropout / 1231 Ashford Crossing BUILDING 900, Atlanta, GA 30346

<https://tinyurl.com/26hp5p3b>

Studio Cleaner - Afternoons/Weekends (Roswell)

\$15 - \$17 an hour

SweatHouz Infrared Sauna / 1035 Alpharetta Street, Roswell, GA 30075

<https://tinyurl.com/2dg48gr8>

Food Service, Housekeeping, & Other Now Hiring – Week of 2/23/25

Dishwasher (Buckhead)

\$14 - \$17 an hour

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

<https://tinyurl.com/27tw5559>

Porter/Shop Assistant (Alpharetta)

\$17 - \$20 an hour

LexTechs of Atlanta / 10625 State Bridge Rd, Johns Creek, GA 30022

<https://tinyurl.com/25c4udry>

Dishwasher/Prep (Dunwoody)

\$16 - \$19 an hour

Steak & Grace / 1317 Dunwoody Village Parkway, Atlanta, GA 30338

<https://tinyurl.com/286bfyh2>