
Sales Office Assistant (Buckhead)



3750 Peachtree Road NE, Atlanta, GA 30319

Responsibilities:

- Answer the marketing phone, route calls to the appropriate person within the department, answer caller questions, etc.
- Check phone messages and emails regularly and ensure all calls/emails to prospects are returned within 24 hours.
- Alert the front desk of appointments coming in each morning for the marketing department.
- Generate reports from CRM as needed and ensure new leads are entered into CRM appropriately before being assigned to sales counselors.
- Input data appropriately into the billing system to ensure timely reporting and billing.
- Maintain a clean, organized, and stocked sales office.
- Purchase any office supplies needed through the proper channels.
- Maintain CRM and EMR systems and check for any reporting errors daily
- Be the point of contact for all EMR-related questions and data inputs

Qualifications:

- College degree or comparable work-related experience in an office setting with customer interaction.
- Ability to read and write correctly.
- Five (5) years experience in an office setting or senior living preferred.

Apply Online at: <https://tinyurl.com/2dpk3qcp>

Source: Indeed

Human Resource Generalist PT (Roswell)



695 Mansell Rd. Ste 230. Roswell, GA 30076

Responsibilities:

- Support talent acquisition efforts by managing job postings, screening candidates, and coordinating interviews.
- Conduct new employee orientations and facilitate onboarding processes.
- Assist in the development and implementation of HR policies and procedures.
- Manage employee records and ensure compliance with legal requirements.
- Collaborate with management to address employee relations issues and promote a positive work environment.
- Utilize HR software systems for data entry, reporting, and workforce management.
- Participate in strategic planning initiatives to align HR goals with business objectives.
- Support affirmative action planning and diversity initiatives within the organization.

Qualifications:

- Proven experience as an HR Generalist or similar role in a fast-paced environment.
- Familiarity with HR software such as UltiPro, Taleo, or PeopleSoft is preferred.

\$18.00 - \$20.00 per hour

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

Source: Indeed

Receptionist (Buckhead)



2920 Pharr Ct S Northwest, Atlanta, GA 30305

Responsibilities:

- Operate paging/ telephone system as required
- Answers calls timely and courteously.
- Assists the administrator or others with special tasks or projects.
- Performs duties related to mail handling and filing as needed.
- Prepares informational packets, brochures, etc. that are maintained in the front area for visitors.
- Assist with administrative duties as directed (including typical filing, posting accounts, data entry, ect)
- Order supplies, as directed.

[No qualifications specified in ad.]

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

Source: Employer Website

Front Office Personnel (Sandy Springs)



1000 Johnson Ferry Rd NE, Atlanta, GA 30342

Responsible for receiving patients, determining their needs and directing them accordingly. Responsible for gathering all required information for new patients and creating new patient charts from all sources. Responsible for updating all existing patient information.

Qualifications:

- High School Graduate or General Education Degree (GED).
- One to two years clerical experience preferably in a healthcare environment
- Previous experience in a Physician Practice setting preferred

Apply Online at: <https://tinyurl.com/2yhha7au>

Source: Employer Website

Community Associate (Buckhead)



3372 Peachtree Rd 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

Qualifications:

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

Apply Online at: <https://tinyurl.com/28k54pff>

Source: Employer Website

Front Desk Receptionist (Alpharetta)



3625 Brookside Parkway, Alpharetta, GA 30022

Responsibilities:

- Answer phone calls and emails and communicate relevant information to the appropriate parties
- Make appointments for employees and ensure the calendar is current and correct
- Complete other administrative duties as needed such as data entry, paperwork, photocopying, etc.
- Assure incoming and outgoing mail is managed appropriately and handle deliveries

Qualifications:

- Has experience answering telephone calls and troubleshooting stressful situations
- Must have graduated high school, received a G.E.D. or equivalent; *College Degree Preferred*
- 1 year of experience as a receptionist, administrative assistant, guest service specialist, or similar position preferred

Apply Online at: <https://tinyurl.com/2buobs3h>

Source: Indeed

Senior Living Concierge (Roswell)



11350 Woodstock Rd, Roswell, GA 30075

Qualifications:

- Experience: 1 year required in a administrative, hospitality or senior living environment
- Proficient of MS office

Shifts could range from 8:00am-6:00pm; Every other weekend

Apply Online at: <https://tinyurl.com/27127v7h>

Source: Indeed

Administrative Assistant (Alpharetta)

BlueTrust

1125 Sanctuary Parkway, 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

Administrative Assistant (Sandy Springs)



8995 Roswell Road, Atlanta, GA 30350

Responsibilities:

- **Administrative Support:** Provide comprehensive administrative support to the Village Director, including managing schedules, organizing meetings, and handling correspondence.
- **Document Management:** Maintain and organize housing-related documents, records, and files, ensuring they are up-to-date and easily accessible.
- **Communication:** Serve as a point of contact for residents, staff, and external partners, addressing inquiries and relaying information as needed. Forward memos, updates and any changes to policy or schedules to Village staff via logbook and posting on the Village office bulletin board. Answer incoming calls and respond to caller(s) in an appropriate manner.
- **Event Coordination:** Assist in planning and coordinating housing-related events, meetings, and community activities.
- **Financial Tasks:** Support budget management by processing invoices, tracking expenses, and assisting with financial reporting.

Qualifications:

- Associate degree or equivalent from two-year college or technical school; or one to three years related experience and/or training; or equivalent combination of education and experience.

Apply Online at: <https://tinyurl.com/2bb23epa>

Source: Employer Website

Office Supervisor (Buckhead)



780 Johnson Ferry Rd NE, Atlanta, GA 30342

Office Supervisors support store operations by supervising the Guest Service Office. They process customer sales, process payment transactions, answer phones and schedule deliveries.

- Supervises and performs all functions in the Guest Services Office
- Assist with duties required of the Office Coordinator as needed (see job description)
- Communicates and trains any changes to company policy and procedures for the Guest Service Office
- Ensures the Guest Service Office is staffed sufficiently at all times
- Answers incoming calls, distributes calls/messages and manages store's voicemail
- Handles customer complaints, initiates and follows up on existing customer service tickets
- Completes opening/closing procedure checklists daily
- Maintains office supplies and office machines
- Performs regular audits of the store operations as stated in the Quarterly Audit Checklist
- May assist manager with inventory
- May also do HR/Payroll

Qualifications:

- High school diploma or general education degree (GED); or one to three years related experience and/or training; or equivalent combination of education and experience.
- One year experience in a customer service role
- Microsoft Word, Excel and O365 experience preferred

Apply Online at: <https://tinyurl.com/2csa5nc2>

Source: Employer Website

Front Desk (Roswell)



625 West Crossville Road, Roswell, GA 30075

Responsibilities:

- Check in/Check out guests
- Beverage area clean and stocked properly
- Opening and closing routine completed and initialed, daily
- Guest needs are addressed immediately
- Give salon service tour to all new guests
- Pre-book and close all recommendations given by the service provider
- Keep retail area clean and stocked
- Call clients and provide backup to call center when needed
- Have general knowledge of all products

[No qualifications specified in ad.]

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

Source: Indeed

Food Service, Housekeeping, & Other Now Hiring – Week of 3/2/25

School Custodian PT (Buckhead)

Up to \$16/hr

HSG / The Lovett School | 4075 Paces Ferry Road NW, Atlanta, GA 30327

<https://tinyurl.com/29csaah6>

Shuttle Driver (Brookhaven)

\$17 an hour

Capital City Club / 53 W Brookhaven Dr NE, Atlanta, GA 30319

<https://tinyurl.com/26w7m8zv>

Cleaner (Perimeter)

\$18 an hour

ABM / 4151 Ashford Dunwoody Road 6th floor, Atlanta, GA 30319

<https://tinyurl.com/24us5erg>

Valet 3pm-11pm PT (Alpharetta)

SELIG PARKING / The Hotel at Avalon | 9000 Avalon Boulevard, Alpharetta, GA 30009

<https://tinyurl.com/2883pcu6>

FOOD SERVICE WORKER FT/PT (Alpharetta)

\$19.00 per hour to \$21.00 per hour

Compass / Mount Pisgah Christian School | 9875 Nesbit Ferry Road, Alpharetta, GA 30022

<https://tinyurl.com/22a3btw5>

Donor Specialist (Alpharetta)

\$13 an hour

Goodwill / 8560 Holcomb Bridge Road, Alpharetta, GA 30022

<https://tinyurl.com/245x3tzy>

Breakfast Host (Perimeter)

\$15.00 per hour

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

<https://tinyurl.com/2axx9ej8>

Food Service, Housekeeping, & Other Now Hiring – Week of 3/2/25

Kitchen Team Member (Perimeter)

\$10 to \$15/hr

Jasons Deli / 4705 Ashford Dunwoody Road, Atlanta, GA 30338

<https://tinyurl.com/2259lodz>

Dining Room Server (Roswell)

\$16.00 - \$20.00 an hour

Country Club of Roswell / 2500 Club Springs Drive, Roswell, GA 30076

<https://tinyurl.com/247qkw5u>

Dealership Valet, Service Porter, Greeter (Sandy Springs)

\$14 / hour

Citrin / RBM 7640 Roswell Road, Atlanta, GA 30350

<https://tinyurl.com/22z93cqm>

Room Attendant (Perimeter)

Westin / 7 Concourse Parkway NE, Atlanta, GA 30328

<https://tinyurl.com/262hcpty>