
Office Administrator (Sandy Springs)



Atlanta, GA 30338

We are seeking a motivated and detail-oriented Office Administrator to join our Atlanta team in our new Atlanta HQ in the Sandy Springs area to help ensure the smooth and efficient operation of our office.

- Handle incoming and outgoing correspondence, including emails, phone calls, mail and shipping.
- Assist HR and IT with onboarding and offboarding duties.
- Assist with the preparation and distribution of reports, presentations, and other documents.
- Supporting the coordination of internal company-wide meetings, and internal / external events
- Provide general administrative support
- Keep the office stocked with supplies, snacks, coffee, and all other necessities to maintain employee productivity and support.
- Ensure office cleanliness and tidiness.
- Coordinate and support departmental programs, such as meetings, workshops, special projects, and events

Qualifications:

- High school diploma and two (2) year administrative or related experience; or an equivalent combination of education and experience.
- Proficient in Microsoft Office (Word, Excel, PowerPoint and Outlook) and DocuSign.

Apply Online at: <https://tinyurl.com/234dr2kn>

Source: Indeed

Receptionist (Buckhead)



3525 Piedmont Rd NE Bldg 6, Ste 300, Atlanta, GA 30305

Responsibilities:

- There are other duties as listed below, but the main thing is answering the phone with a smile and getting detailed information. You will be scheduling appointments and connecting clients to their legal teams through a multi-line phone system.
- Greet and welcome visitors in a professional manner, ensuring a positive first impression.
- Manage scheduling and appointments, coordinating with staff to ensure efficient use of time.
- Perform clerical duties such as data entry and scanning.
- Maintain an organized front desk area, ensuring it is tidy and presentable at all times.
- Handle customer inquiries and concerns with professionalism, providing solutions or directing them to the appropriate resources.

Qualifications:

- Previous experience as a receptionist or in a similar office role is preferred.
- Familiarity with legal receptionist duties is a plus but not required.

Apply Online at: <https://tinyurl.com/25mzya8s>

Source: Indeed

Front Desk Attendant (Roswell)



Horseshoe Bend Country Club

2100 Steeplechase Lane, Roswell, GA 30076

Responsibilities:

- Engages effectively and interacts well with members and their guests.
- Is knowledgeable of and answers Member questions regarding HBCC Tennis programs, Swim programs, Youth programs, merchandise, and events.
- Proficient in the use of the Northstar Club Management software package for Tennis, Swim, and Youth management and billing.
- Assists with proper planning and execution of HBCC Tennis, Swim, and Youth Events.
- Performs administrative duties needed for HBCC Tennis, Swim, and Youth events and programming including planning, participation tracking, and maintaining accurate records.
- Facilitates communication with league captains and visiting team captains.
- Serves food and beverages as needed, and assists with league play and event food and beverage services.
- Promotes HBCC programs, events, and merchandise.
- Maintains facility by performing day-to-day activities as the position dictates.

Qualifications:

- High School diploma or equivalent.
- Knowledge of Tennis and enthusiasm for the game is preferred.
- At least one year of customer service experience or experience in a similar setting.
- Comfortable with computers and technology; ability to learn Microsoft Office and Northstar platforms.

Apply Online at: <https://tinyurl.com/29rfn936>

Source: Indeed

Front Office Coordinator (Sandy Springs)



1100 Abernathy Rd # 1700, Atlanta, GA 30328

Responsibilities:

- General reception duties and coverage such as greet and welcoming visitors upon arrival; directing visitors to the appropriate person and meeting location; answering, screen, and forwarding incoming phone calls.
- Serve as a friendly, responsive resource for all employees, callers, and visitors.
- Courteously handle customer service calls and employee requests with professionalism by providing basic and accurate information including serving as liaison with customer care teams and Property Management.
- Perform other clerical duties such as ordering supplies, adding postage to letters, photocopying, and scanning.
- Acts as a backup for other key administrative support roles as required.
- Maintains office security by following safety procedures and controlling access as required including issuing and tracking of temporarily and visitor badges.
- Ensures the reception area, reception kitchenette, and conference room spaces throughout the Enterprise office are professionally maintained and tidy as needed.
- Effectively manages conference room scheduling while utilizing proper judgment to maintain confidentiality about meeting topics or attendee involvement.

Qualifications:

- Highschool Diploma or GED
- At least 2-4 years of experience in a corporate office environment with proven work experience as a Receptionist, Front Office Representative, or similar role.
- Proficient computer skills and in-depth knowledge of relevant software such as MS Office Suite.

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

Source: Employer Website

Psychiatry Office Administrative Assistant PT (Sandy Springs)

Dr. Ray Horwitz

990 Hammond Dr # 575, Atlanta, GA 30328

Duties include: Answering phones and scheduling appointments, greeting patients, entering patient info into laptop, filing, calling in prescriptions, getting pre-authorizations or medications.

Qualifications:

- Prior experience in a medical office preferred but not necessary.
- Reliable transportation

\$20.00 per hour

Apply Online at: <https://tinyurl.com/2y5j9k6x>

Source: Indeed

Front Desk Agent PT (Alpharetta)



3225 Webb Bridge Road, Alpharetta, GA 30005

Responsibilities:

- Greet guests upon arrival and provide a warm welcome.
- Manage the check-in and check-out processes efficiently.
- Handle guest inquiries, requests, and complaints in a timely manner.
- Maintain accurate records of guest information and reservations.
- Operate phone systems to assist guests with inquiries and bookings.
- Collaborate with housekeeping and maintenance teams to ensure guest satisfaction.
- Provide information about hotel services, local attractions, and amenities.
- Assist with billing and payment processing as needed.

Qualifications:

- Experience in hotel management or previous roles within the hospitality industry is preferred.
- Proficiency in phone systems to manage incoming calls effectively

From \$15.00 per hour

Apply Online at: <https://tinyurl.com/23ry5h6y>

Source: Indeed

Administrative Assistant (Chamblee)



5241 New Peachtree Road, Atlanta, GA 30341

Responsibilities:

- Assists manager(s) in ensuring an effective student management program is in place with all relevant department members. Compiles reports on a daily, weekly, monthly, and annual basis.
- Assists the department(s) and campus with pre-registration and registration process as needed and requested. Makes customer service a priority at all times.
- If applicable, prepares information packets for new students and those crossing over between semesters.
- Prepares agendas and records of meetings (minutes) and distributes the information timely and as appropriate. This includes faculty meetings. Maintains confidentiality at all times.
- Assists the manager(s) in preparing new team member information. Collects and routes information and documentation to other departments within the campus.
- Completes any filing, document preparation, or other duties as deemed necessary for the day-to-day operation of the department(s).

Qualifications:

- Candidates should have competency in Microsoft Office 365 including Word, Excel, and calendar maintenance as well as experience in planning and coordinating meetings, file maintenance, and other administrative duties.

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

Source: Indeed

Front Desk Receptionist (Sandy Springs)

Serenity Mental Health Centers

990 Hammond Dr Suite 600, Sandy Springs, GA 30328

Responsibilities:

- Greet patients and visitors warmly, creating a positive and welcoming environment.
- Manage patient check-in and check-out procedures, including collecting necessary documentation and processing payments.
- Maintain and update patient records with accuracy and confidentiality.
- Coordinate with healthcare providers and staff to ensure seamless patient flow and communication.
- Assist with administrative tasks such as filing, data entry, etc.

Qualifications:

- High school diploma or equivalent required; associate degree or higher preferred.
- Proficiency in Microsoft Office and familiarity with electronic health record (EHR) systems.

Apply Online at: <https://tinyurl.com/2dj7xlxw>

Source: Indeed

Customer Service Specialist I



38 Hill Street, Roswell, GA 30075

To perform internal/external customer support duties for an assigned department, division, or program, including receiving and responding to inquiries from the public, other City departments and outside agencies; to prepare routine clerical, administrative, and receptionist duties; and to perform other duties as assigned.

- Serve as the primary point of contact by engaging with customers across all communication channels including walk-in, phone, email, chat.
- Provide general information about City functions and services, and refer customers to appropriate staff when necessary while always ensuring prompt and courteous responses.
- Utilize premade scripts for various customer service topics to ensure consistency and accuracy in responses.
- Communicate solutions effectively, both verbally and in writing, while adhering to departmental operating policies and procedures.
- Receive and resolve customer inquiries, calls, emails, and support tickets using an online tracking system, ensuring timely and accurate resolution.

Qualifications:

- Requires a High School Diploma or equivalent; College Degree preferred. Supplemented by two (2) years of experience, preferably in clerical support, customer service, or a related field; or any equivalent combination of education, training, and experience

\$20.27 to \$26.35 an hour

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

Source: Indeed

Posted 3/9/2025

Data Entry Coordinator (Alpharetta)



600 North Main Street, Milton, GA

This role is responsible for reading and understanding service agreements, and digitally transcribing them into our client management software system. They will also be responsible for reviewing, processing, and entering all services rendered.

Qualifications:

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

Apply Online at: <https://tinyurl.com/27cse59h>

Source: Employer Website

Executive Assistant (Alpharetta)



1000 Lake St, Alpharetta, GA 30009

Responsibilities:

- Perform a variety of administrative duties to increase Executive(s) effectiveness.
- Provide support for leadership team of Executive(s), as required.
- Back up to the other Executive Assistants when out.
- Proactively prepare reports, presentations, correspondence, and other documents as needed.
- Coordinate and prepare agendas, materials, pre-reads, and meeting minutes for functional area meetings and other meetings as requested.
- Prepare Detail Tracking Numbers (DTN's), purchase order requisitions, and Authorizations for Expenditures (AFE's).
- Work directly with Legal and Procurement Teams in processing NDAs and Vendor Set up.
- Review/Coordinate/Manage cost center budgeting (forecasting and actuals) for leaders as needed.
- Receive and screen telephone calls and visitors as directed. Serve as the primary point of contact for the leader(s).
- Develop and maintain secure files (both electronic and hard copy).

Qualifications:

- High School Diploma or General Education Diploma (GED) from an accredited education institution.
- Proven work experience as an Administrative Assistant, Executive Assistant, or similar role.
- Valid Driver's License with reliable transportation
- Computer skills with MS Office including Word, Excel, PowerPoint, and Outlook

Apply Online at: <https://tinyurl.com/248c2hrm>

Source: Employer Website

Receptionist – Weekends (Sandy Springs)



300 Johnson Ferry Rd, Atlanta, GA 30328

Responsibilities:

- Welcoming & greeting residents, guests, visitors and vendors in a professional and pleasant manner. Ensure that people are given access to the building in a timely manner and not waiting outside.
- Direct visitors, guests and vendors by giving instructions.
- Provides administrative support, such as answering telephone, taking and delivering messages or transferring calls to voice mail when appropriate personnel are unavailable.
- Receive calls regarding work orders and cleaning requests. Log these requests through the TELS work order system following the procedures and guidelines provided.
- Receive letters, packages etc. and distribute them
- Monitor and control access of building entrances and vehicle gates

Qualifications:

- Must be able to work Microsoft Office programs (Word, Excel and Power point)

7am-7pm Saturday & Sunday

Apply Online at: <https://tinyurl.com/2cza3rac>

Source: Indeed

Executive Assistant (Sandy Springs)



6205 Peachtree Dunwoody Road, Atlanta, GA 30328

Responsibilities:

- Provide support and assistance for two AVP business leaders
- Manage calendars, including internal and external appointment scheduling
- Organize and manage meetings and events, including security managing and preparing meeting space, travel, catering, transportation, and setup
- Attend scheduled meetings to welcome participants, record minutes, and ensure logistics needs are met
- Create and process expense reports
- Handle incoming phone calls and correspondence
- Ensure all documents, letters, briefings, and other materials are in final format, including but not limited to grammar, content, substance, and accuracy
- Perform administrative functions such as ordering supplies, coordinating equipment repairs, and mailing information material to homes to assist with remote working

Qualifications:

- 5 years of work experience supporting an executive or other senior leader
- Proficient in Microsoft Office experience including Teams, Office, Excel and PowerPoint
- Ability to travel as needed (up to 25% of the time)

\$28.65 - \$42.98/hour

Apply Online at: <https://tinyurl.com/2a4nd64w>

Source: Employer Website

Administrative Event Coordinator (Alpharetta)



11700 Great Oaks Way, Alpharetta, GA 30022

Responsibilities:

- Order vehicles and update the status of all event units on order tracking logs.
- Ensure the event vehicle is transported to and from the event site.
- Process bills for tolls, violations, and taxes.
- Maintain accurate and up-to-date paper files for each event in compliance with GM policies.
- Enter all event paperwork into the GLS system.
- Communicate with GM dealerships and vendors for assistance with vehicle prep, repair, plating or PDI's.
- Complete vehicle buybacks in a timely manner and in compliance with GM policy.
- Maintain long-term vehicle accounts.
- Conduct and process all non-dealer and dealer reimbursements.
- Coordinate between departments and locations to ensure deadlines are met.

Qualifications:

- A high school diploma/GED.
- Valid driver's license with a safe driving record (required).
- 1 - 3 years of previous customer service or event planning experience.
- Previous automotive experience (preferred).
- Strong PC skills with a solid understanding of Microsoft Suite Office products such as Excel, Word, PowerPoint, etc.

Monday through Friday 8 am to 4:30 pm.

The pay rate for this role starts at \$20 per hour based on experience.

Apply Online at: <https://tinyurl.com/2xkzfj4g>

Source: Indeed

Recreation Registration Specialist



38 Hill Street, Roswell, GA 30075

The purpose of this position is to oversee the registration process for recreational programs and events. This includes collecting participant information, processing payments, assigning program slots, and maintaining accurate records to ensure smooth enrollment while adhering to facility policies and procedures. The role also involves data management, customer service, and assisting with marketing and promotional efforts for upcoming activities. Additionally, the position is responsible for procurement and onboarding of temporary and seasonal employees funded through the Recreation Participation Fund.

Qualifications:

- Requires a High School Diploma or equivalent; supplemented by three (3) years of office administration or responsible administrative experience; or any equivalent combination of education, training, and experience.
- Ability to accurately type a minimum of 40 words per minute and be proficient in Microsoft Word, Excel, and Outlook.

Apply Online at: <https://tinyurl.com/2bgdggd7>

Source: Indeed

Food Service, Housekeeping, & Other Now Hiring – Week of 3/9/25

Steward/Dishwasher (Buckhead)

\$15 an hour

Waldorf Astoria / 3342 Peachtree Road, NE, Atlanta, GA 30326

<https://tinyurl.com/2923qxpr>

Back of House (Perimeter)

\$11 to \$14 an hour

NEWK's / 1181 Hammond Dr NE Ste 1000, Dunwoody, GA 30346

<https://tinyurl.com/2y6f9r2w>

DISHWASHER (Buckhead)

\$14 to \$16/hr

Rocket Farm Restaurants / 3850 Roswell Road, Atlanta, GA 30342

<https://tinyurl.com/22egp4eh>

Breakfast Attendant PT (Alpharetta)

From \$15 an hour

Fairfield Inn / 3225 Webb Bridge Road, Alpharetta, GA 30005

<https://tinyurl.com/24oh9qft>

Server PT (Sandy Springs)

\$12.60 - \$15.75 an hour

Sunrise at Huntcliff Summit / 8592 Roswell Road, Sandy Springs, GA 30350

<https://tinyurl.com/29mpsn89>

Lot Attendant/Porter (Sandy Springs)

MotorCars of Atlanta / 7865 Roswell Rd, Atlanta, GA 30350

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

Campus Housekeeper (Sandy Springs)

St. Jude the Apostle Catholic Church / 7171 Glenridge Dr, Atlanta, GA 30328

<https://tinyurl.com/2lp4gkos>

Food Service, Housekeeping, & Other Now Hiring – Week of 3/9/25

FOOD SERVICE WORKER (Buckhead)

\$16.00 to \$17.00

FISD / The Westminster Schools | 1424 West Paces Ferry Road NW, Atlanta, GA 30327

<https://tinyurl.com/2d2oaffd>

Housekeeper PT (Buckhead)

\$15.00 - \$25.00 per hour

Luxury City Living / 3380 Peachtree Road NE, Atlanta, GA 30326

<https://tinyurl.com/23rr49vn>

Crew Member (Roswell)

Chipotle / 10800 Alpharetta Hwy, Roswell, GA 30076

<https://tinyurl.com/2442d25u>