
Front Desk Receptionist (Alpharetta)



3775 Mansell Rd, Alpharetta, GA 30022

Responsibilities:

- Act as first point of contact with vendors, contractors, clients, and visitors.
- Answer and direct phone calls to partners, associates, and staff.
- Maintain office monthly calendar for weekly meetings.
- Distribute daily mail deliveries from, but not limited to, USPS, FedEx, UPS, and Amazon.
- Distribute all incoming electronic faxes.
- Will occasionally be assigned duties for administrative work, general clerical support, or assisting office manager in event planning.

Qualifications:

- High School diploma or relevant work experience.

Pay: \$37,000.00 per year

Apply Online at: <https://tinyurl.com/2xqg4lj6>

Source: Indeed

Underwriting Coordinator – Entry Level (Sandy Springs)



An Aon Company

Sandy Springs, GA 30328

This entry-level position will be responsible for underwriting administrative needs.

- Thoroughly review applications, conduct initial underwriting assessments, and process submissions for new business accounts.
- Collaborate with Underwriters in various new business activities to bolster marketing efforts and make underwriting decisions aligned with growth objectives.
- Efficiently process binders, policies, endorsements, and extensions to ensure seamless operational flow.
- Effectively coordinate and schedule inspections while monitoring compliance with recommended actions.
- Manage account documentation and proactively seek additional information as required before and after binding coverage.

Qualifications:

- Bachelor's degree preferred

\$45,000 – \$50,000

Apply Online at: <https://tinyurl.com/2xr3g68w>

Source: Employer Website

Administrative Assistant PT



1 Galambos Way, Sandy Springs, GA 30328

Responsibilities:

- Performs a wide variety of administrative and office support duties; investigate and answers complaints and provide assistance in resolving operational and administrative problems; monitor calls received and route them to appropriate departments for action
- Receive and screen visitors and telephone calls requiring the use of judgment and the interpretation of policies, rules, procedures and ordinances; serves as a Department resource on a variety of topics that involve general trouble-shooting and problem solving techniques
- Maintains accurate and up-to-date files and records for assigned areas; develops and monitors various logs, accounts, and files for current and accurate information; develops, organizes, and maintains filing systems
- Schedules appointments and maintains calendar of activities, meetings, and various events for assigned staff; coordinates activities with other City departments, the public and outside agencies; organizes meetings by notifying participants, making room arrangements, and preparing required informational materials; makes travel arrangements as necessary

Qualifications:

- High School Diploma or GED
- Valid Georgia driver's license
- Three (3) years secretarial or administrative experience

\$23.84 Hourly

Apply Online at: <https://tinyurl.com/23s4wlu6>

Source: Employer Website

Collision Receptionist (Roswell)



1300 Alpharetta St, Roswell, GA 30075

Responsibilities:

- Ensures that every customer is greeted and welcomed promptly, professionally and in a welcoming and friendly manner via phone or in-person.
- Answer phones within the first 3 rings and directs all calls to the correct individual.
- Schedule appointments and pick-ups.
- Provide updates to customers and insurance companies on the status of vehicle repairs.
- Document and update customer records based on interactions
- Receive vehicles when they are dropped off
- Deliver vehicles to customers when they are picking them up.
- Accurately manage a cash drawer.
- Process payments
- Communicate with insurance companies.

Qualifications:

- High School Diploma or equivalent required.
- 1-4 years of receptionist or customer service experience strongly preferred.
- Knowledge of MS Office Suite preferred

Apply Online at: <https://tinyurl.com/2c5dtpcs>

Source: Employer Website

Community Associate (Buckhead)



3455 Peachtree Road 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...so that your customers can focus on running their business.

Qualifications:

- Experience and confidence using MS Office and other basic IT equipment

Apply Online at: <https://tinyurl.com/25cqy4ue>

Source: Employer Website

Front Desk Clerk (Buckhead)



3332 Peachtree Road NE, Atlanta, GA 30326

Responsibilities:

- Assisting guests efficiently, courteously and professionally at all times.
- Maintain a high level of service and hospitality.
- Promptly and effectively deal with guest concerns or issues and see all are met to satisfaction in timely manner.
- Post guest charges, collect payments and follow all cash handling procedures as required by Concord.
- Handle guest mail and messages with respect to privacy and professionalism.
- Be knowledgeable of the hotel brand and various programs (travel programs, special offers).

[No qualifications specified in ad.]

Apply Online at: <https://tinyurl.com/266xczz>

Source: Employer Website

Secretary (Sandy Springs)



1000 Johnson Ferry Rd NE, Atlanta, GA 30342

Performs a variety of administrative, secretarial and clerical duties which support management personnel in the overall operation of a department or service area. Assignments are characterized by a high degree of knowledge and application of department policies, procedures and operation. Incumbent is expected to interpret and execute the duties and responsibilities of the job working closely with the Interpretation Services, Supervisor and Patient Relations Manager.

Qualifications:

- One (1) year clerical/secretarial/customer service experience OR experience may be offset by an Associates or Bachelors degree.
 - Typing requirements vary by department, see requisition for requirements.
 - Level of proficiency in MS Office (Word, Excel and PowerPoint) varies by department
- PREFERRED:**
- Post high school education.
 - Prior health care experience.
 - Two (2) years of college with emphasis in accounting or business.
 - Two (2) years experience in accounts payable or purchasing.

Apply Online at: <https://tinyurl.com/2cec7vpn>

Source: Employer Website

Concierge/Receptionist PT (Alpharetta)



11450 Morris Road, Alpharetta, GA 30005

Responsibilities:

- Proactively assists residents, families, visitors, and employees with questions or problems resulting in a positive experience; greet all visitors and answer incoming calls in a professional and respectful manner.
- Monitors entry area for visitors and guests, greets and directs as necessary, answers incoming telephone calls and resident calls, forwards and takes messages, receives and sends packages for residents, assists with residents who request assistance with mailing letters and packages. manage the lobby; monitor and ensure desk and lobby are clean and neat; create a comfortable, inviting area; assist the activity director and/or others as necessary in promoting activities with residents in the lobby.
- Sales & Marketing: manage the inquiry process, connecting the caller or visiting customer to the appropriate inquiry team member; respond to inquiries and/or tours when community relations director, executive director and resident care directors are not available; facilitate experiences/ tours of community as needed; knowledgeable and assist in supporting the marketing standards of the community
- Business Office: assist in processing new resident documentation; assist in maintenance of resident files and documentation while maintaining confidentiality.
- Promote and encourage residents to participate in activities.

Qualifications:

- High School Diploma or equivalent required.
- Must have six months of experience in a receptionist role or similar function.
- Experience with Microsoft Word and Excel preferred.

\$15 - \$17 an hour

Apply Online at: <https://tinyurl.com/23ytefo6>

Source: Indeed

Receptionist / Office Assistant (Dunwoody)



6667 Vernon Woods Dr NE A-20, Atlanta, GA 30328

Responsibilities:

- Greet and assist visitors in a friendly and professional manner at the front desk.
- Manage incoming calls using phone systems, directing calls to the appropriate personnel.
- Schedule and manage appointments through effective calendar management.
- Provide customer support by addressing inquiries and resolving issues promptly.
- Maintain organized office files and perform proofreading of documents as needed.
- Assist with administrative tasks to ensure efficient office operations.

Qualifications:

- Proven experience as a receptionist or in a similar administrative role.
- Experience as a dental or medical receptionist is preferred but not mandatory.
- Proficient in Microsoft Office Suite or similar software applications.

Expected hours: 35 per week

\$15.54 - \$16.59 per hour

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

Source: Indeed

Support Center Assistant (Brookhaven)



1575 NE Expressway NE, Atlanta, GA 30329

Responsibilities:

- Schedules/approves all bookable conference space in the Conference Center.
- Communicates conference room request status clearly and in a timely fashion to internal and external customers.
- Makes best effort to resolve room request conflicts and offer suggestions for alternate meeting locations/options.
- Owns reservation request process and system.
- Runs administrator reports and participates in efforts to improve Conference Center processes, space usage, and policies based on data.
- Provides onsite support for internal and external facilitators and presenters.
- Greets and directs Conference Center customers/visitors and answers questions.
- Directs questions about catering and audio/video equipment to appropriate contacts.
- Ensures Conference Center schedule, rooms, amenities, equipment, and supplies are operational and available, and troubleshoots audio/video issues when needed.
- Manages all areas of the Atrium and Support I lobby, including organization and presentation.
- Directs calls, visitors, and deliveries to the appropriate recipient.

Qualifications:

- Experience in supporting in an administrative capacity
- Preferred:
- Post-secondary education
- 2 years of experience in an administrative role

Apply Online at: <https://tinyurl.com/2chgqf24>

Source: Indeed

Support Staff / Receptionist (Roswell)

HARLOW HAIR + CO.

910 Woodstock Road, Roswell, GA 30075

Responsibilities:

- Greet and welcome guests in a warm and professional manner.
- Answer and direct phone calls, taking messages when necessary.
- Manage scheduling and calendar appointments for team members.
- Perform data entry tasks accurately, maintaining up-to-date records.
- Assist with filing documents and maintaining organized office systems.
- Support staff with personal assistant duties as required.
- Ensure the reception area is tidy and presentable at all times.

Qualifications:

- Proficiency in Google Suite applications (Docs, Sheets, Calendar).
- Experience with data entry and maintaining accurate records.

Expected hours: 32 - 40 per week

From \$15.00 per hour

Apply Online at: <https://tinyurl.com/225cfw15>

Source: Indeed

Front Desk Receptionist / Administrative Assistant PT (Chamblee)



5130 Peachtree Boulevard, Chamblee, GA 30341

Responsibilities:

- Manages front desk interfacing with public, parents, and staff in a courteous and respectful manner both in person and on the phone.
- Assists parents, therapists and volunteers with signing in and out. Tracks all visitors to the center.
- Collect and post childcare payments.
- Monitor mail functions for the center including receiving mail, and assisting in center mailings.
- Assists teachers with clerical work as needed.

Qualifications:

- Customer service: 1 year (Preferred)
- Administrative experience: 1 year (Preferred)
- Typing: 1 year (Preferred)

Expected hours: 20 - 30 per week

\$10.00 - \$17.00 per hour

Apply Online at: <https://tinyurl.com/2bgrtw9>

Source: Indeed

Executive Assistant (Buckhead)



3455 Peachtree Rd NE Suite 850, Atlanta, GA 30326

At Bessemer, the Executive Assistant will provide seamless administrative support to the Client Advisory (CA) Team which consists of an Associate Client Advisor (ACA), Client Advisor (CA), and Senior Client Advisor (SCA).

- Point person with respect to client cash transactions and bill payment requests (i.e., wires, ACHs, internal account journals); requires frequent client communication via email and phone, transaction processing via internal banking systems, and coordination of inter-departmental approvals
- Optimum screening of incoming communications and routing for timely action and follow-up.
- Professional communication with both internal and external contacts, including significant prospect and client relationships.
- Compose well-proofed written and email correspondence, which may require the use of financial vocabulary and broad knowledge of the firm's operations, systems, and employees.
- When appropriate collaborate with the ACAs to create presentation books for clients and prospects.
- Comprehensive organization of meetings and luncheons as needed; coordinate scheduling for internal attendees and manage calendar invitations for the CA team.

Qualifications:

- Bachelor's Degree Required.
- 3-5 years of experience as an administrative assistant, preferably within a bank supporting a team.

Apply Online at: <https://tinyurl.com/29e8dzge>

Source: Employer Website

Concierge (Sandy Springs)



The Retreat at Sandy Springs

1260 Hightower Trail, Sandy Springs, GA 30350

Responsibilities:

- Oversees the community entry area for visitors, guest and residents, extends a warm welcome and greeting, offers and provides beverages to visitors and guest
- Contacts the Community Engagement Director and Executive Director or Department Director to meet with prospective residents, families, or visitors and ensures wait times are minimal
- Greets potential candidates interested in learning more about Phoenix careers and job openings at the community. Director candidates apply online or capture the candidate's information onsite to launch the recruitment process
- Answers incoming calls and resident calls within two to three (2 - 3) rings with the appropriate community greeting message and identification
- Takes complete messages with pertinent information (name, number, message, time, date) as appropriate and communicates messages to the intended recipient
- Offers and provides a community overview to the caller, determines who to forward the caller to and notifies the caller who they are being transferred to and announces the caller to the community associate
- Manages appointments for residents and family members such as but not limited to hairdresser, transportation, other

Qualifications:

- Education: High School Diploma/ GED required
- Proven customer service experience and skills
- Knowledge and experience in the Senior Living Industry preferred

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

Source: Indeed

Human Resources Generalist (Chamblee)



2965 Flowers Road South, Atlanta, GA 30341

Responsibilities:

- Maintains knowledge of legal requirements and government reporting regulations affecting human resources functions and ensures policies, procedures, and reporting compliance.
- Support new hire and pre-employment processes to include paperwork with new hires, drug testing, background checks, and on-boarding/orientation.
- Processes personnel transactions such as promotions, transfers, performance reviews, and terminations.
- Engages and coordinates with management regarding best practices for terminations, promotions, performance review, safety, and sexual harassment.
- Engages and coordinates with management regarding contract requirements, both current and future support.
- Ensures compliance with required federal training, such as Ethics training.
- Manages one or more human resources programs, such as Training Program and Service Contract Act (SCA) Program.
- Supports management in appropriate resolution of employee relations issues in accordance with local, state and federal laws.

Qualifications:

- Bachelor's degree in a related field with two (2) to four (4) years' experience in Human Resources required.
- PHR or SHRM CP preferred or able to obtain an HR certification.
- ATS/CRM and HRIS experience required. Experience with iCIMS and Deltek CostPoint a plus.

Apply Online at: <https://tinyurl.com/27omyq66>

Source: Employer Website

Unit Coordinator (Dunwoody)



2151 Peachford Road, Atlanta, GA 30338

Responsibilities of this newly created role include performing administrative duties necessary to support nursing and patient care such as answering phone calls, filing documentation and preparing patient charts. May assist with unit staff with facilitating programming activities.

Qualifications:

- High School Diploma or equivalent.
- Previous clerical/medical support experience.

Apply Online at: <https://tinyurl.com/285ddn5p>

Source: Employer Website

Administrative Professional (Alpharetta)



Northwest Exterminating

193 North Main Street, Alpharetta, GA 30009

Responsibilities:

- You will receive all inbound calls and emails to assist customers per their needs including, but not limited to, payments, scheduling, conflict resolution, and selling of additional residential services
- You will appropriately notate all accounts and complete all necessary paperwork in a timely fashion
- You will create monthly routes based upon service professional's assigned territory and ensure accuracy and readiness of daily schedule
- You will complete additional tasks and projects as needed
- You will problem solve customer accounts for current and future needs
- You will have the ability to describe and sell residential pest services to new and existing customers resulting in monthly commissions

Qualifications:

- High School Diploma or equivalent required
- No Experience Required!
- Proficient in Microsoft Office tools such as Word, Excel, and PowerPoint

\$15-\$17 and ability to earn monthly sales commissions

Apply Online at: <https://tinyurl.com/255mztnm>

Source: Indeed

Food Service, Housekeeping, & Other Now Hiring – Week of 3/16/25

Housekeeper (Buckhead)

\$18.93 an hour

Lenbrook / 3747 Peachtree Rd NE, Atlanta, GA 30319

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

Dishwasher (Roswell)

\$15.00 - \$17.00 per hour

Keke's Breakfast Café / 580 East Crossville Road, Roswell, GA 30076

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

Delivery Driver (Alpharetta)

\$21.25 per hour

Amazon DSP / 6020 Shiloh Rd, Alpharetta, GA 30005

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

Temple Cleaner PT (Perimeter)

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

<https://tinyurl.com/2dzth8ng>

Stocker / Cashier PT (Sandy Springs)

\$14.00 an hour

Petco / 5938 Roswell Rd, Sandy Springs, GA 30328

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

Server PT (Roswell)

\$14.50 - \$14.85 / hour

Brookdale / 1000 Applewood Dr, Roswell, GA 30076

<https://tinyurl.com/22k5byh4>

Dishwasher (Buckhead)

Up to \$17 / hour

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

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

Food Service, Housekeeping, & Other Now Hiring – Week of 3/16/25

Stock Associate (Perimeter)

\$13.00 Hourly

Foot Locker / 4400 Ashford Dunwoody Rd NE, Atlanta, GA 30346

<https://tinyurl.com/28ej87fl>

Breakfast Attendant PT (Perimeter)

Up to \$15 an hour

Embassy Suites / 1030 Crown Pointe Parkway, Atlanta, GA 30338

<https://tinyurl.com/27s3gh3z>

Car Wash Attendant PT (Roswell)

\$10.00 - \$11.00 per hour

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

<https://tinyurl.com/2yznaa9l>