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# Intake Coordinator (Alpharetta)



3580 Old Milton Parkway, Alpharetta, GA 30005

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## **Responsibilities:**

- Interfacing with all potential clients
- Scheduling appointments (including intake, therapy, and testing appointments)
- Providing administrative support for clinicians
- Following up on online customer inquiries
- Utilization of electronic health record system
- Verifying insurance if needed

## **Qualifications:**

- Proficiency with Microsoft word, Excel
- Recent administrative experience
- While previous experience in the mental health/medical field is preferred, we are open to a candidate who is eager to learn and enthusiastic about joining our team.

Apply Online at: <https://tinyurl.com/25qjz133>

Source: Indeed

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# Administrative Assistant (Alpharetta)

**MORGAN AND DiSALVO, P.C.**  
attorneys at law

5755 North Point Parkway, Alpharetta, GA 30022

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## Responsibilities:

- Coordinate and schedule client consultations
- Onboard new clients including engagement letters
- Coordinate client meeting schedule and manage client documents
- Manage emails and electronic organization of emails
- Perform general office administration duties
- Enter timeslips after meetings
- Provide back-up office reception

## Qualifications:

- Prior professional office experience
- Experience with Google Workspace applications
- 1+ years customer service experience

From \$46,000.00 per year

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

Source: Indeed

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# Executive Assistant (Sandy Springs)



8409 Dunwoody Pl, Atlanta, GA 30350

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## Responsibilities:

- Answer phones (low to medium volume of daily calls)
- Assist with selection of new technology and office equipment as needed
- Make travel/lodging arrangements for CEO when needed
- Schedule meetings and phone conferences
- Assist with typing and formatting presentations, reports, manuals, newsletters, website content and other administrative publications
- Communicate effectively with Executive Management Team and colleagues;
- Write clearly and proofread impeccably
- Manage the filing system, track incoming and outgoing correspondence, and coordinate the flow of paperwork through the business
- Manage own time and that of supervisor through the use of exceptional calendaring and organizational skills
- General office tasks (make copies, order office supplies, order postage, handle incoming and outgoing mail, etc.)
- General personal tasks when assigned (ie. making dinner reservations)

## Qualifications:

- Bachelor's degree
- Five to seven years professional experience in an Executive Assistant role
- Highly proficient use of Outlook (email, calendar, contacts, tasks)
- Highly proficient use of Microsoft Office (Word, Excel, Power Point)

Apply Online at: <https://tinyurl.com/23d5yg6g>

Source: Indeed

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# Front Desk Concierge PT (Brookhaven)



3523 Buford Hwy NE, Atlanta, GA 30329

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## **Responsibilities:**

- Serves visitors by greeting, welcoming, directing, and announcing them appropriately
- Manages schedule for front desk team, ensuring the position is covered during scheduled hours
- Demonstrates proficiency in responding to inquiries
- Answers, screens, and forwards any incoming phone calls in a professional manner
- Maintains security by following procedures and controlling access (monitor logbook, issue visitor badges, provide name tags to employees following name tag process)
- Keeps office areas (lobby, consult room, front desk) neat and stocked; ensures doors are free of finger/hand prints
- Serves as a liaison between all departments
- Assists in employee onboarding as necessary

## **Qualifications:**

- High school diploma or GED required
- Proven customer service experience and skills
- Must have a valid driver's license

4p - 8p weekdays

Apply Online at: <https://tinyurl.com/23ke3cy7>

Source: Indeed

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# Billing Clerk (Sandy Springs)



1001 Summit Boulevard, Atlanta, GA 30319

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Bills commercial and managed care health insurance carriers and institutional payers on patient accounts in a timely and accurate manner.

## **Qualifications:**

- One (1) year experience in billing, OR a. Associate's Degree in Business.
- Good verbal communication skills and basic typing ability.

### **PREFERRED:**

- B.S. degree in Business or Accounting.
- Two (2) years experience in insurance billing, or related area.
- Prior hospital or healthcare experience.

Apply Online at: <https://tinyurl.com/25g9gdjh>

Source: Employer Website

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# Executive Administrative Assistant (Dunwoody)



1040 Crown Pointe Parkway, Dunwoody, GA 30338

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## **Responsibilities:**

- Manage and prioritize executive calendars, appointments, and meetings.
- Prepare and edit correspondence, reports, presentations, and other documents as needed.
- Organize and maintain electronic and physical filing systems, ensuring easy retrieval of information using systems such as Google Drive and One Drive
- Assist in the preparation and distribution of meeting agendas, materials, and follow-up action items.
- Serve as the primary point of contact for certain industry and employee appreciation events.
- Assist with special projects, research tasks, and data analysis as assigned by executive team members.
- Provide administrative support for data related tasks, such as PowerPoint construction, editing and formatting of various documents (procedures, handbooks, miscellaneous written initiatives).
- Assist with executive team members travel, event and calendar management.

## **Qualifications:**

- Bachelor's degree in business administration, communications, or a related field preferred, proven professional experience in lieu of Degree
- Experience as an administrative assistant or executive assistant, or field that demonstrates solid professional experience.
- Ability to show solid to Advanced Microsoft Excel skills
- Able to travel 7-10 times a year (on average).

Apply Online at: <https://tinyurl.com/22gn4anh>

Source: Indeed

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# Unit Secretary PT (Brookhaven)



2220 North Druid Hills Road, Atlanta, GA 30329

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## Responsibilities:

- Provides customer service support to internal and external customers with clear and concise communication, e.g., warm greeting protocol, directions, visitor hygiene instructions, visitations guidelines.
- Distributes and collects appropriate paperwork and forms, e.g., phone list, round sheets, care boards, surgical and medical packets, lab labels.
- Maintains patient census and patient identification information. e.g., Epic, census book, patient charts, patient labels.
- Orders and maintains appropriate inventory of unit supplies, e.g., office supplies, formula, blood bank, i-STATs.

## Qualifications:

- 2 years of experience in a clerical role
- Experience in a medical setting preferred

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

Source: Indeed

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# Corporate Workplace Receptionist (Brookhaven)



Atlanta, GA 30319

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## Responsibilities:

- Enthusiastically welcome guests, anticipate their needs, assist with arrivals, departures, and office orientations
- Engage visitors, employees, and callers in a way that makes them feel warmly welcomed and assisted in a helpful and timely manner
- Demonstrate confidence, professionalism, responsiveness, and exceptional customer service skills.
- Act as a central point of contact, providing information and wayfinding for the office, services, and activities
- Actively monitor and maintain the front desk, lobby, and surroundings to ensure an environment that is safe, clean, organized, and reflects brand standards
- Execute the badging process for employees, visitors, and third-party providers
- Implement and monitor standards of service to meet and exceed expectations
- Connect with clients, customers, and support teams to proactively anticipate needs, identify issues, and deliver creative solutions
- Collaborate with all services within the facility and work with facilities management to ensure a safe and comfortable work environment
- Work across teams to proactively communicate and prepare for meetings and events, to anticipate and address concerns, and to ensure operations without incident
- Create work orders for custodial, maintenance, safety, and security concerns through the appropriate channels/systems

## Qualifications:

- Minimum 2 years of previous office facilities customer service, security, or hospitality-related experience
- Working knowledge of Microsoft Office suite (Teams, Excel, PowerPoint, Word, and Outlook)

Apply Online at: <https://tinyurl.com/23yz3kvj>

Source: Indeed



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# Move In Coordinator (Buckhead)



3747 Peachtree Rd NE, Atlanta, GA 30319

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## Responsibilities:

- Lead depositor through all steps in the move-in process from the 10% deposit through final occupancy.  
Serve as a consultant and extension of the sales team with retention and sales efforts to ensure retention of depositor through the journey to residency.
- Work closely with the Move-In Manager and Residency Counselors to ensure a seamless transition for new residents.  
Assist the VP, Sales and Marketing in coordinating internal transfers for current residents.
- Prepare and send welcome letters, settlement information, and orientation documents to depositors.  
Assemble and distribute welcome gifts for new residents.  
Coordinate guest suite stays and provide a warm welcome on move-in day to ensure a high level of customer satisfaction.
- Manage and maintain departmental reports, calendars, and project deadlines to ensure timely execution.  
Support Residency Counselors with tours, phone calls, and sales activities as needed.

## Qualifications:

- Associate degree. Marketing or Finance, desired.
- 2+ years experience working with customer service, high-end hotels, senior facilities, healthcare organizations, or nonprofit programs.

Monday- Friday 9AM-5PM

Salary: \$68,000-\$73,000

Apply Online at: <https://tinyurl.com/2btddu4r>

Source: Indeed

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# Test Administrator PT (Brookhaven)



2 Corporate Blvd NE, Atlanta, GA 30329

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The Test Administrator position is responsible for providing a secure exam delivery and superior customer service in a comfortable friendly environment.

- Comply with all testing procedures and strictly adhere to company policies using careful judgment.
- Check in testing candidates, verify identification, and explain the exam process.
- Proctor / invigilate candidates while testing.
- Troubleshoot with internal departments to fix technical issues.
- Complete light housekeeping duties such as vacuuming the floors and sanitizing keyboards after each candidate has finished their examination.

## **Qualifications:**

- High school diploma or equivalent is required.
- Minimum of 1 year customer service experience is preferred.
- Beginner to intermediate experience in Microsoft Office (Word, Excel and Outlook).

10 to 15 hours per week

Apply Online at: <https://tinyurl.com/27d33ptf>

Source: Employer Website

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# Front Desk Receptionist PT (Alpharetta)



300 Colonial Center Parkway, Roswell, GA 30076

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## Responsibilities:

- Greets customers, vendors and guests, determines the nature of visitors' business, provides appropriate information, and ensures compliance with security protocols
- Answers all in-coming telephone calls and relays calls and messages to appropriate parties.
- Sets up for meetings and cleans up after meetings
- Signs for and records package deliveries and ensures they are delivered to appropriate person or department as soon as possible
- Process all in-coming, outgoing mail and returned mail; which includes delivery to appropriate recipient
- Maintains postage machine (make sure it has funds).
- Maintains and ensures printers are stocked with paper and toner and are in working order

## Qualifications:

- At least 1 year of experience in a clerical role.
- At least 1 year of experience working in customer service or related customer-oriented environment.
- At least 1 year of experience in using Excel, Microsoft Word, PowerPoint, Access, Project, and other Microsoft tools

Apply Online at: <https://tinyurl.com/2c7ddy89>

Source: Indeed

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# Front Desk Representative PT (Roswell)



633 Holcomb Bridge Road, Roswell, GA 30076

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## **Responsibilities:**

- Addresses inquiries via phone, digital and in person and follows up timely
- Print and prepare rosters for team members
- Maintains cleanliness of areas: front desk, Snack Shack, changing rooms, restrooms and observation space and vacuums, wipes down and restocks
- Updates informational displays with accurate and timely promotions and literature
- Advances through cross-training in multiple roles and substitutes when necessary
- Acts as a GSS “ambassador” to provide a Golden Experience to our students, families, and team members
- Enforces safety rules and regulations to prevent accidents; administers first aid when necessary (walking feet and not jumping off chairs in waiting area).

[No qualifications specified in ad.]

\$13.00 - \$17.00 per hour

Apply Online at: <https://tinyurl.com/2bza5occ>

Source: Indeed

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# Spa Front Desk PT (Buckhead)



3434 Peachtree Road NE, Atlanta, GA 30326

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## **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.
- Complete the check in process by inputting and retrieving information from a computer system, including type and length of treatment. Promote brand marketing programs. Make appropriate selection of treatments based on guest needs.
- Handle cash, make change and balance an assigned house bank. Accept and record vouchers, travelers' checks, and other forms of payment. Post charges to guest rooms and house accounts using the computer.
- Promptly answer the telephone using positive and clear communication. Retrieve messages and communicate the content to the guest. Retrieve mail from mailbox.
- Close guest accounts at time of check out and ensure satisfaction. In the event of dissatisfaction, negotiate compromise, which may include authorizing revenue allowances.

## **Qualifications:**

- Considerable skill in the use of a calculator to prepare moderately complex mathematical calculations without error.
- Ability to access and accurately input information using a moderately complex computer system.

Apply Online at: <https://tinyurl.com/27e4vze4>

Source: Indeed

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# Front Desk Agent PT (Roswell)



1075 Holcomb Bridge Road, Roswell, GA 30076

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## 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.

## Qualifications:

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

\$17 an hour

Apply Online at: <https://tinyurl.com/236y6vcy>

Source: Indeed

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# HR Coordinator (Buckhead)



Atlanta, GA 30327

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## Responsibilities:

- 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

## Qualifications:

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

Monday - Friday

\$50,000 - \$60,000 per year

Apply Online at: <https://tinyurl.com/24ecnpa7>

Source: Indeed

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# Food Service, Housekeeping, & Other Now Hiring – Week of 3/23/25

## **School Custodian (Buckhead)**

**Up to \$16 an hour**

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

<https://tinyurl.com/23wr5e68>

## **Lot Porter (Roswell)**

**\$12.00 - \$17.00 per hour**

Motorpoint Roswell / 10467 Alpharetta Street, Roswell, GA 30075

<https://tinyurl.com/24bdx8sv>

## **Dining Room Server (Brookhaven)**

**\$14-\$16/hour**

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

<https://tinyurl.com/236s8ldg>

## **Public Space Attendant (Alpharetta)**

The Hamilton Alpharetta / 35 Milton Avenue, Alpharetta, GA 30009

<https://tinyurl.com/2clwcf8>

## **Housekeeper PT (Alpharetta)**

**From \$15.00 per hour**

Extended Stay America / 1950 Rock Mill Road, Alpharetta, GA 30022

<https://tinyurl.com/2547ds33>

## **Groundskeeper (Dunwoody)**

Preferred Apartment Communities / 100 Drexel Point, Dunwoody, GA 30346

<https://tinyurl.com/2b3v6ujr>

## **Room Attendant (Perimeter)**

SpringHill Suites Perimeter / 1005 Crestline Pkwy, Sandy Springs, GA 30328

<https://tinyurl.com/2cvjkw3a>

## **Spa Attendant - Men's Locker Room (Buckhead)**

**\$16 an hour**

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

<https://tinyurl.com/24zk2w7c>



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# Food Service, Housekeeping, & Other Now Hiring – Week of 3/23/25

## **Dishwasher/Cleaning PT (Alpharetta)**

**From \$11.00 per hour**

Poke Factory / 5950 North Point Parkway, Alpharetta, GA 30022

<https://tinyurl.com/2cthujh3>

## **Dishwasher (Buckhead)**

**\$16.00 - \$18.00 / Hour**

North Italia / 3393 Peachtree Road NE, Atlanta, GA 30326

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

## **Host/Hostess (Perimeter)**

**Up to \$17 / hour**

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

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

## **Cashier (Alpharetta)**

**\$13.00 - \$17.75 / Hour**

The Cheesecake Factory / 2075 North Point Circle, Alpharetta, GA 30022

<https://tinyurl.com/28pa39e5>