
Customer Care Advocate (Alpharetta)

TOYOTA

Toyota Financial Services

11625 Rainwater Drive Alpharetta GA 30009

The Customer Care Team ensures all customer requests in which live support is required, are addressed in a personalized and proactive matter. The team responds to inbound communications from customers, dealers, and third parties, generated through multiple channels across the TFS, LFS, and Private Label portfolios, and takes the necessary steps to resolve the inquiry while delivering an exceptional experience.

Customer Care Advocates are responsible for inbound and/or outbound communications from delinquent and non-delinquent customers, dealers, and third parties and will provide customer-oriented service and problem resolution in accordance with established guidelines, documenting all interactions with customers clearly and concisely and through designated communication channels.

Qualifications:

- College degree or equivalent work experience preferred.
- Experience working in a contact center preferred.

8 am-5 pm

Training for this position will be from 8 am-5 pm Eastern time for 12 weeks starting on June 2nd.

Apply Online at: <https://tinyurl.com/25y87axw>

Source: Employer Website

Front Office Receptionist (Sandy Springs)



5600 Roswell Rd NE Suite F270, Atlanta, GA 30342

Responsibilities:

- Answering incoming calls from customers using multi-line phone system.
- Meeting and greeting customers daily.
- Various administrative functions -- filing, organizing, etc.
- Administrating exams
- Processing orders & transactions

Qualifications:

- Proficient in Microsoft Office and other computer related skills

\$16.00 - \$18.00 per hour

Apply Online at: <https://tinyurl.com/2dp2jr9x>

Source: Indeed

Salon Coordinator (Sandy Springs)

Perfect Distraction
HAIR GALLERY

8540 Roswell Rd #700, Sandy Springs, GA 30350

Qualifications:

- High school diploma or GED
- Open to both experienced and entry-level candidates

Expected hours: 20 - 40 per week

\$13.00 - \$15.00 per hour

Apply Online at: <https://tinyurl.com/25nufawc>
Source: Indeed

Posted 4/6/2025

Office Administrative Assistant (Doraville)



2913 Northeast Parkway, Atlanta, GA 30360

Duties include general office admin assistant responsibilities, invoicing, processing customers' credit card payments via phone call, taking inventory, handling shipments and ensuring that all orders are accurate and are being correctly dispatched.

[No qualifications specified in ad.]

Monday to Friday, 9:00am to 4:00pm

\$16 per hour

Apply Online at: <https://tinyurl.com/22ndybve>
Source: Indeed

Posted 4/6/2025

Administrative Assistant Resident Services (Buckhead)



3750 Peachtree Rd NE, Atlanta, GA 30319

Responsibilities:

- Provides administrative support to the Wellness, Pastoral Care, and Security departments
- Creates posters and notices for events at least 5 days in advance of an event and submits them to the Resident Services Director for review
- Receives incoming telephone calls through a multi-line phone system and addresses or transfers calls to the appropriate person/department
- Assists residents
- Enters work orders into the Worxhub system pertaining to Housekeeping, Maintenance, or IT requests made by staff, residents, and guests.
- Sends monthly resident birthday list to Assisted Living Coordinator, Pastoral Care, Canterbury Tales Editor, and Transportation Coordinator

Qualifications:

- High School Diploma
- Minimum of one year in a customer service-related field; preferably in an older adult setting
- Knowledge of and competency in all Microsoft Word programs including Publisher

Apply Online at: <https://tinyurl.com/22uzb7z9>

Source: Indeed

Tennis Receptionist PT (Buckhead)



1515 Sheridan Rd NE, Atlanta, GA 30324

Responsibilities:

- Greets, schedules lessons and court time and assists members in a friendly and professional manner
- Explains all Tennis programs, services, and equipment to members and assists them with determining their individual needs
- Initiates, develops and maintains personalized relationships with members
- Assists in ensuring all tennis facilities and equipment are clean, organized and in good working condition
- Promotes all Life Time programs, products, and services
- Ensures all daily billing is completed accurately and efficiently and reconciles the cash register at the end of a shift
- Ensures the Life Shop is neat, orderly, and well-stocked

Qualifications:

- 1 year of customer service experience
- Computer experience preferred

Apply Online at: <https://tinyurl.com/2clru8ja>
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

[No qualifications specified in ad.]

\$11 to \$15 an hour

Apply Online at: <https://tinyurl.com/2bcye48d>
Source: Indeed

Receptionist PT (Alpharetta)



12300 Morris Road, Alpharetta, GA 30005

Responsibilities:

- Greet and welcome all visitors and guests upon their entrance into the community and when calling by phone.
- Deliver professional and courteous communications to families regarding community events, resident supply needs, care plan meetings and other communications as requested.
- Oversee all aspects of general office coordination including copying, faxing, mailing, and filing.
- Open, sort, and distribute incoming correspondence including mail and faxes.
- Sign for and distribute UPS/FedEx or similarly delivered packages.
- Manage the office supplies, uniforms, name badges, and postage accounts.
- Assist Business Office Manager in maintaining employee and resident files.
- Assist in maintaining in-service records to include course content, instructor, agendas and rosters.

Qualifications:

- Proficient with internet usage, Microsoft word and excel.

8 hour shift; Weekends only

Apply Online at: <https://tinyurl.com/27w4grqf>
Source: Indeed

Administrative Professional (Alpharetta)



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
- You will focus on consistent customer communication

Qualifications:

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

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

Apply Online at: <https://tinyurl.com/29novgk4>

Source: Indeed

Customer Service Representative (Roswell)



490 Sun Valley Drive, Roswell, GA

With incoming phone calls, you will act as a detective to determine any problem and find a solution to every issue. Whether you assist in scheduling a service, taking a payment, or updating customer files, you put the minds of our customers at ease. Additionally, you will work diligently to connect with customers via outbound calls to ensure technicians are fully scheduled and accounts are paid. We work in a team atmosphere that strives to meet the service center's goals each month.

Qualifications:

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

\$18 an hour

Apply Online at: <https://tinyurl.com/28c8cc47>
Source: Employer Website

Patient Transporter (Buckhead)



2882 N Druid Hills Rd suite b, Atlanta, GA 30329

Responsibilities:

- Transports patients, records, specimens and equipment to designated areas throughout the organization.
- Responds immediately to emergency patient situations; initiates emergency life-saving techniques such as CPR and crisis management.
- Maintains lifesaving certifications.
- Transfers patients to and from wheelchairs, beds and diagnostic equipment with minimal disruption to patient.
- May be required to use patient tracking and information system to receive, record, dispatch, respond to and complete patient transport requests.
- May be responsible for maintaining and managing transport related equipment and organizing equipment service requests.
- Works regularly with patients, providers, nursing teams on hospital units, imaging services technologists and nurses and is a critical component to ensuring patients have a positive experience with Emory Healthcare.
- May operate patient stretcher lifts; observes policies and procedures related to their safe operation.
- Secures personal property from theft or loss; maintains confidentiality of records and information.

Qualifications:

- A high school diploma or equivalent.
- Some areas will prefer BLS certification upon hiring. Others will provide training post hire. The ability to lift 75 pounds.

\$15.35/Hr.

Apply Online at: <https://tinyurl.com/225r86mp>

Source: Employer Website

Receptionist (Chamblee)



DYER & DYER VOLVO

5260 Peachtree Blvd, Chamblee, GA 30341

Responsibilities:

- Answer multi-line telephone system, determine caller's needs and route to the appropriate department.
- Greet visitors, determine their needs and contact the appropriate department for visitor escort.
- Oversee the visitor sign-in and security process.
- Maintain conference room reservation schedule.
- Assist various departments with special projects as needed.

Qualifications:

- At least 1-year of experience as a receptionist in a professional business environment
- Intermediate computer skills in Microsoft Word, Outlook and Excel

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

Source: Indeed

Front Desk Receptionist (Alpharetta)



3225 N Point Pkwy, Alpharetta, GA 30005

Provide general administrative support including answering phones, managing emails, greeting visitors. Coordinate and schedule ABA (Applied Behavior Analysis) therapy sessions for children, working with parents and service providers. Act as a point of contact between parents, therapists, and the administrative team regarding any scheduling conflicts or updates. Ensure ABA service calendars are consistently updated and in alignment with daycare scheduling needs.

Qualifications:

- High school diploma or equivalent required.
- Further education in a relevant field (e.g., healthcare administration) is a plus.
- Previous experience in a similar role is preferred, but we welcome eager learners (salary commensurate with experience)

\$12 to \$15 an hour

Apply Online at: <https://tinyurl.com/2d5fsavp>

Source: Indeed

Pre-Registration Representative (Perimeter)



1001 Perimeter Summit Pkwy, Atlanta, GA 30319

Arranges for efficient and accurate collection of information for orderly registration of pediatric, adult, and geriatric patients. Collects and distributes patient information, billing information, and collection information. Makes patients and families aware of hospital policies and procedures. The duties of this position require the exercise of courtesy in speaking with patients, families, and others to maintain sound community relations.

Qualifications:

- High school diploma or equivalent.
- Working knowledge and ability to perform accurately and efficiently on computer
- Typing skills of 30 wpm
- Preferred: prior clerical, customer service, insurance, registration, or call center experience in a medical or hospital setting

Apply Online at: <https://tinyurl.com/2ag2hbep>

Source: Employer Website

Administrative Assistant and Event Coordinator (Alpharetta)



Fulton Science Academy

3035 Fanfare Way, Alpharetta, GA 30009

Responsibilities:

- Provide comprehensive administrative support to the Head of Middle School, including managing special projects, creating documents and presentations, preparing reports, and gathering materials for meetings.
- Compose and prepare professional correspondence.
- Take accurate and detailed notes during meetings as requested.
- Maintain confidentiality regarding leadership discussions, student records, and sensitive school matters.
- Monitor the school's online presence periodically to identify and report outdated or inaccurate content.
- Regularly review and update school calendars to help anticipate the needs of the leadership team.
- Create and distribute weekly newsletters for the Middle School community.

Qualifications:

- Proficiency in Google Workspace (Docs, Sheets, Slides, Forms) and school database systems.
- Experience in a school environment or administrative setting is preferred.
- Experience designing newsletters, flyers, brochures, and posters.

\$42,000.00 – \$50,000.00 per year; Contract

Apply Online at: <https://tinyurl.com/29s4aa7r>

Source: Indeed

Front Desk Receptionist (Brookhaven)



4004 Summit Blvd, Brookhaven, GA 30319

Responsibilities:

- Greets clients, visitors, and guests; determines the purpose of each person's visit and directs or escorts him or her to the appropriate location.
- Answers, screens, and directs phone calls to staff; takes messages and schedules appointments.
- Receives mail, documents, packages, and courier deliveries and delivers or distributes items.
- Performs administrative and clerical support tasks. Performs basic filing and recordkeeping.

Qualifications:

- Proficient with Microsoft Office Suite or related software.
- High school diploma or equivalent required.

Apply Online at: <https://tinyurl.com/2y2257nn>
Source: Employer Website

Food Service, Housekeeping, & Other

Now Hiring – Week of 4/6/25

Dishwasher (Perimeter)

\$16.00 - \$18.00 / Hour

North Italia / 4600 Ashford Dunwoody Rd NE, Dunwoody, GA 30346

<https://tinyurl.com/23z65p6d>

Parking Attendant (Perimeter)

\$16.75 an hour

Universal Parking / 1150 Lake Hearn Drive, Atlanta, GA 30342

<https://tinyurl.com/2bh53p5t>

Dishwasher (Alpharetta)

Benihana / 2365 Mansell Rd, Alpharetta, GA 30022

<https://tinyurl.com/2aq3wv2n>

Crew Worker II (Roswell)

\$17.37 to \$22.58 an hour

City of Roswell Rec and Parks / 10495 Woodstock Road, Roswell, GA 30075

<https://tinyurl.com/28aumps4>

Porter (Roswell)

\$18 an hour

Asset Living / Enclave | 11251 Alpharetta Highway, Roswell, GA 30076

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

Auto Wash Team Member (Alpharetta)

From \$11.50 per hour

Sagelane Carwash / 2200 Avalon Boulevard, Alpharetta, GA 30009

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

Housekeeper (Alpharetta)

\$15 an hour

Extended Stay Hotel / 1950 Rock Mill Rd., Alpharetta, GA 30022

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

Front of House (Buckhead)

\$15 an hour

Mend Coffee & Goods / 3655 Roswell Rd NE Ste 106, Atlanta, GA 30342

<https://tinyurl.com/25g4878f>