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# Claims Clerk I (Alpharetta)



3925 Brookside Parkway, Alpharetta, GA 30022

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## **Responsibilities:**

- Indexing claims documents by identifying and routing them appropriately through an imaging system
- Operate a variety of office equipment, including computers with dual monitors, printers, copy machines, and Rightfax

## **Qualifications:**

- Experience conducting high volume indexing or data entry
- Types at least 35 WPM
- 6 months experience in the insurance industry or related experience preferred

Apply Online at: <https://tinyurl.com/277j52tq>  
Source: Indeed

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# Finance Administration Coordinator (Sandy Springs)



5 Concourse Pkwy Suite #1900, Atlanta, GA 30328

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## **Responsibilities:**

- Process invoices, track payments, and follow up on outstanding or duplicate payments.
- Assist with vendor management, including coordinating vendor setup and maintaining accurate records.
- Monitor and order office supplies, ensuring cost-effective purchasing.
- Oversee corporate travel program logistics, including booking policies and reimbursements.
- Serve as a point of contact between internal teams and external vendors to resolve invoice, payment, and service-related issues.
- Communicate with employees regarding corporate benefits, such as gym memberships and IT discount programs.
- Maintain strong relationships with key office service providers to ensure smooth and efficient service delivery.
- Assist in pulling expense reports and documentation to support internal audits.
- Ensure company portals are updated with accurate and timely information.

## **Qualifications:**

- Associate or bachelor's degree (preferred) or commensurate experience.
- Prior experience in administrative, purchasing, or finance support roles is preferred but not required.
- Proficiency in Microsoft Office (Excel, Outlook, Word)

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

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# Events Assistant (Buckhead)

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3520 Peachtree Rd NE, Atlanta, GA 30326

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Aiding in events and catering Department with daily administrative tasks including but not limited to answering emails, phone calls, booking inquiries, organizing the events calendar and assisting with the tasks of all F&B events including but not limited to: Private dining, hotel banquets, meetings, caterings.

**Qualifications:**

- Excellent computer skills using Outlook, Excel & Microsoft word
- Prior experience in the restaurant, hotel or events industry is preferred
- Events management: 1 year (Preferred)
- Customer service: 1 year (Preferred)

\$20.00 - \$22.00 per hour

Apply Online at: <https://tinyurl.com/26oa6hww>

Source: Indeed

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# Administrative Assistant (Alpharetta)



44 Milton Avenue Suite 209. Alpharetta, GA 30009

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## Responsibilities:

- Greet visitors and agents, answer incoming calls, and respond to general inquiries.
- Keep the office organized, stocked, and running smoothly.
- Help prepare basic documents, meeting materials, and printouts.
- Make daily bank deposits and support essential administrative tasks.
- Prepare onboarding kits and lead new agent introductory meetings.
- Ensure a smooth transition for new agents, including completion of paperwork and system access.
- Collaborate with the team on onboarding processes and administrative updates.
- Respond to FAQs and provide guidance on brokerage tools, systems, and resources.
- Provide support with printing, scanning, and basic tech troubleshooting.
- Plan and execute office events, trainings, and lunches – including setup and cleanup of space, food, materials, and tech (e.g., projectors, computers, Owl devices).
- Draft and distribute weekly office update emails and announcements.
- Create and update training or meeting slides and print materials.

## Qualifications:

- Some prior office or customer service experience is a plus (real estate experience is a bonus, but not required).
- Tech-savvy, with proficiency in Google Workspace, Zoom, and Microsoft Office

Salary- \$50,000-\$55,000

Apply Online at: <https://tinyurl.com/24dwfsq9>

Source: Employer Website

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# Office Assistant PT (Buckhead)



945 East Paces Ferry Rd NE #2100, Atlanta, GA 30326

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This is an excellent opportunity for a student in an academic program to gain meaningful work experience at our privately-owned and dynamic professional services firm.

- Assist with copying, scanning, and filing documents
- Help the Tax team with document processing and filing
- Support colleagues with industry research projects and/or work within our CRM system
- Sort and route mail
- Ensure offices and conference rooms are organized
- Support the receiving, stocking, and distribution of office supplies
- Perform routine errands as needed
- Assist with special events, projects, and other duties as assigned

## **Qualifications:**

- Proficient in Microsoft Office Suite: Outlook/Word/Excel

10 - 20 hours per week – flexible based on candidate’s schedule

Apply Online at: <https://tinyurl.com/222ch73k>

Source: Indeed

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# Receiving and Issuing Clerk (Buckhead)



155 W Paces Ferry Rd NW, Atlanta, GA 30305

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In this inventory control position, you assist in maintaining our storeroom's cleanliness and organization. As you receive deliveries, you review invoices, inspect items, and place stock in the appropriate storage area. You also perform deliveries and pick-ups of your own between the country club and town club. You keep a close eye on stock levels and ensure that requisitions include a note of any out-of-stock materials.

Maintaining a clean environment is your top priority as you follow health, safety, and sanitation guidelines for all products and take out trash and recycling regularly. You also assist the Purchasing Manager with uniform rental and other duties as assigned.

## **Qualifications:**

- Valid driver's license
- Ability to operate inventory management software

Hours include early mornings, evenings, weekends, and holidays

\$17-\$20 hourly

Apply Online at: <https://tinyurl.com/25l8rhf2>

Source: Indeed

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# Front Desk Agent (Roswell)

SPRINGHILL SUITES®  
BY MARRIOTT

**CUSA, LLC**

1360 Old Roswell Road, Roswell, GA 30076

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Our front desk agent will direct and demonstrate the ability to provide excellent guest service functions while the hotel guests receive a safe and secure place to stay. Improving the guest experience by answering questions and making recommendations about the hotel and local area.

[No qualifications specified in ad.]

Apply Online at: <https://tinyurl.com/263zpquj>

Source: Indeed

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Posted 4/13/2025

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# Front Desk Receptionist (Alpharetta)



3625 Brookside Parkway, Alpharetta, GA 30022

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## 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*
- 1 year of experience as a receptionist, administrative assistant, guest service specialist, or similar position preferred

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



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# Front Desk Receptionist PT (Brookhaven)



1940 Briarwood Ct NE, Brookhaven, GA 30329

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## Responsibilities:

- Greet clients and their dogs with a warm and welcoming demeanor.
- Answer phone calls and respond to emails promptly and professionally with extreme attention to detail.
- Schedule grooming appointments and manage the daily schedule for grooming team.
- Check dogs in and out of the facility, ensuring accurate record-keeping and invoicing.
- Handle payments and invoicing efficiently and accurately.
- Maintain a clean and organized reception area, as well as cleaning the grooming room at the end of each day.
- Assist with basic administrative tasks and delivery/retrieval of dogs from day care as needed.
- Provide information about our services and address any client questions or concerns.

## Qualifications:

- Prior experience working with dogs is preferred but not required
- Previous experience in a receptionist or customer service role is preferred
- Basic computer skills, including familiarity with scheduling software

Expected hours: 20 per week

\$13.00 - \$15.00 per hour

Apply Online at: <https://tinyurl.com/22oul6hr>

Source: Indeed

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# Office Coordinator (Alpharetta)



55 Roswell St Suite 300, Alpharetta, GA 30009

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The Office Coordinator is responsible for overseeing the daily operations of the office, ensuring a smooth and efficient work environment. This role involves managing visitor interactions, maintaining office security, and providing administrative support across various departments. The Office Coordinator will coordinate office supplies, handle mail and deliveries, and assist with onboarding new employees. Additionally, the Office Coordinator will manage office-related payments, develop and implement policies, and lead special projects.

## **Qualifications:**

- Associate or bachelor's degree preferred.
- Proven work experience as a Receptionist, Front Office Representative, or similar role.
- Proficiency in Microsoft Office Suite, Adobe Reader, D365 and Power BI.

Apply Online at: <https://tinyurl.com/26zcf7gl>  
Source: Employer Website

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# Office Administrator (Perimeter)

## Red Door Homecare

303 Perimeter Center N #300, Dunwoody, GA 30346

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### Responsibilities:

- Perform general administrative tasks including data entry, filing, and clerical duties.
- Manage incoming calls and correspondence with professionalism and excellent phone etiquette.
- Maintain organized office files and records to ensure easy access to information.
- Assist in scheduling appointments and managing calendars for team members.
- Proofread documents for accuracy and clarity before distribution.
- Support the medical receptionist with patient check-in/check-out processes as needed.
- Coordinate office supplies inventory and place orders as necessary.

### Qualifications:

- Proficient in data entry
- Experience as a medical receptionist is a plus but not required

\$20.00 - \$22.00 per hour

Apply Online at: <https://tinyurl.com/257lrkvg>

Source: Indeed

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# Administrative Assistant Associate – Legal (Dunwoody)

**PROGRESSIVE**

4646 N Shallowford Rd, Atlanta, GA 30338

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Your primary focus will be the processing of steadily incoming electronic and physical mail - which will include scanning and storing electronic copies of sensitive legal documents typically crucial to legal cases. Often dealing with tight deadlines, sharp attention to detail and strong time management skills will be useful while handling administrative tasks and requests from attorneys or clients.

**Qualifications:**

- High School diploma/GED equivalent or higher
- Working knowledge of legal and/or insurance terms preferred

\$17.78 - \$19.03/hour

Apply Online at: <https://tinyurl.com/2atlaa69>  
Source: Employer Website

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# Spa Coordinator PT (Perimeter)

WOODHOUSE

4400 Ashford Dunwoody Road NE, Atlanta, GA 30346

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## Responsibilities:

- Serves as primary support for the spa's manager, therapists and guests
- Ensures that every guest has a friendly, inviting and memorable experience
- Answers incoming calls, listens to our guests' needs to schedule appointments or give service recommendations, and collects payment for services
- Partners with the therapists to increase their guest retention and retail sales by scheduling the guest's next appointment during checkout and promotes the recommended products
- Educates guests on the Woodhouse experience including a warm welcome, introduction to our locker room and amenities, and helping them to have a seamless experience
- Drives service and retail sales/awareness by educating guests on products, services and treatments

[No qualifications specified in ad.]

\$13 an hour

Apply Online at: <https://tinyurl.com/2xwywp32>  
Source: Indeed

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# Receptionist (Roswell)



1000 Applewood Dr, Roswell, GA 30076

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## **Responsibilities:**

- Greets all visitors entering the community, answer questions, ensure visitors sign guest sheets, and answer/direct phone calls to the proper residents and staff.
- Sort, deliver and collect incoming/outgoing community and resident mail, and may be asked to do basic office/clerical functions, and maintain visitor logs.

[No qualifications specified in ad.]

\$11.88 - \$14.85 / hour

Apply Online at: <https://tinyurl.com/269rlpqqd>  
Source: Indeed

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Posted 4/13/2025

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# Customer Service Agent (Dunwoody)



1040 Crown Pointe Parkway, Dunwoody, GA 30338

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## Responsibilities:

- Handle all guest interactions with the highest level of hospitality and professionalism, accommodating special requests whenever possible.
- Resolves customer complaints; assists customers in all inquiries in connection with site services, hours of operations, directions, etc.
- Checks in/out guests in an efficient and friendly manner.
- Receive incoming telephone or alarm system calls regarding emergency and non-emergency situations.
- Monitor and operate security video system to observe and detect potential issues
- Report maintenance or equipment problems to appropriate personnel.
- Generate reports for theft, alarms, maintenance issues and other incidents that may occur in an efficient manner

## Qualifications:

- Experience in customer service, guest services, and/or call centers
- High school diploma or equivalent

Days, nights, and/ or weekend work availability is a must.

Apply Online at: <https://tinyurl.com/27vfknt2>

Source: Indeed

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# HR Coordinator / Team Support (Buckhead)



## **Piedmont Lube Centers**

1380 W Paces Ferry Rd NW Ste 2275 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 HR or related experience

Apply Online at: <https://tinyurl.com/22mdm6dh>

Source: Indeed



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# Food Service, Housekeeping, & Other Now Hiring – Week of 4/13/25

## **Custodian (Alpharetta)**

**\$33,280 per year**

Gwinnett Technical College / 2875 Old Milton Pkwy, Alpharetta, GA 30009

<https://tinyurl.com/2853gn7y>

## **Host (Alpharetta)**

**\$15.50 - \$18.50 / hour**

P.F. Chang's / 7925 North Point Parkway, Alpharetta, GA 30022

<https://tinyurl.com/249n5j3w>

## **Dishwasher (Dunwoody)**

**\$16 - \$19 an hour**

Puttshack / 111 High St, Dunwoody, GA 30346

<https://tinyurl.com/22gky9on>

## **FOOD SERVICE WORKER (Dunwoody)**

**\$16.00 per hour**

Flik / Mount Vernon School | 471 Mount Vernon Highway Northeast, Atlanta, GA 30328

<https://tinyurl.com/22yhzuz9>

## **AM Server (Roswell)**

**\$11 - \$12 an hour**

DoubleTree by Hilton / 1075 Holcomb Bridge Road, Roswell, GA 30076

<https://tinyurl.com/26nwmqb7>

## **Laborer I (Chamblee)**

City of Chamblee / 3210 Cumberland Drive, Chamblee, GA 30341

<https://tinyurl.com/253gynrk>

## **Laundry/Housekeeping Specialist PT (Perimeter)**

**\$13 an hour**

The Woodhouse Day Spa / 4400 Ashford Dunwoody Road NE, Atlanta, GA 30346

<https://tinyurl.com/23kn5zk6>

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# Food Service, Housekeeping, & Other Now Hiring – Week of 4/13/25

## **Donor Specialist (Sandy Springs)**

**\$13.50 an hour**

Goodwill / 8331 Roswell Rd, Atlanta, GA 30350

<https://tinyurl.com/29qaej3>

## **Server Assistant (Perimeter)**

**\$15 - \$18 an hour**

Grana Ashford / 1210 Ashford Crossing, Atlanta, GA 30346

<https://tinyurl.com/29bgn6r3>

## **Parking Attendant PT (Sandy Springs)**

**\$15 - \$16 an hour**

SP+ / Northside Hospital | 1000 Johnson Ferry Road NE, Atlanta, GA 30342

<https://tinyurl.com/2btqov6w>

## **Cashier (Roswell)**

**\$10.00 - \$16.00 per hour**

Nancy's Pizza / 900 Mansell Road, Roswell, GA 30076

<https://tinyurl.com/2yr4dkty>

## **Stocker / Cashier (Sandy Springs)**

**\$14.00 an hour**

Petco / 5938 Roswell Rd, Sandy Springs, GA 30328

<https://tinyurl.com/2cq9on4t>