
Brokerage Assistant (Buckhead)



3630 Peachtree Road NE, Atlanta, GA 30326

Responsibilities:

- Provide assistance to associate brokers, marketing brokers and producing brokers with administrative activities related to both renewal and new business accounts
- Data entry into multiple online based systems
- Prepare, revise and edit documents as requested
- Assist with the process and servicing functions of accounts
- Assist with information gathering for renewal accounts such as requesting loss-runs and preparation of renewal letters to agents

Qualifications:

- 1 year experience as support staff in an office environment or a Bachelor's degree from an accredited four-year university
- Computer skills including Microsoft 365 proficiency with an emphasis in Excel spreadsheets

Apply Online at: <https://tinyurl.com/26aad5f4>

Source: Indeed

Customer Care Specialist (Sandy Springs)

Serenity Mental Health Centers

990 Hammond Dr Suite 600, Sandy Springs, GA 30328

Responsibilities:

- One-on-one coaching and commitment to patients during treatment
- Graduate Serenity's paid TMS training program
- Own outcomes of patient treatment

Qualifications:

- High School Diploma/ GED.
- Three years' work experience in customer service required

Apply Online at: <https://tinyurl.com/2bol29n5>

Source: Indeed

Receptionist PT (Buckhead)

Classic Shoe & Leather Service

3759 Roswell Rd NE, Atlanta, GA 30342

Job includes, greeting/helping customers, answering the phone, taking before and after pictures of items and general organization.

[No qualifications specified in ad.]

Thursday-Saturday

\$17.00 - \$19.00 per hour

Apply Online at: <https://tinyurl.com/2cy7ndlz>

Source: Indeed

Posted 4/20/2025

Retail Office Assistant (Perimeter)



1201 Hammond Drive, Atlanta, GA 30346

Store Office Assistants are responsible for supporting sales associates, customers, and store management, processing payments and finance applications answering delivery questions, assisting with customer care responsibilities, answering phones, and various other office duties as assigned.

Qualifications:

- Over one year of relevant experience preferred
- Computer navigation skills, general computer knowledge, and MS Office understanding

\$14 - 16 per hour

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

Source: Employer Website

Receptionist (Alpharetta)



8000 Avalon Boulevard, Alpharetta, GA 30009

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/28mk3j8f>

Source: Employer Website

Administrative Assistant (Perimeter)



1040 Crown Pointe Parkway, Dunwoody, GA 30338

We are seeking a polished, detail-oriented, and proactive Administrative Assistant to serve as the face of our corporate office in Dunwoody, GA.

- Executive Reception: Greet executives, visitors, and staff with warmth and professionalism; manage incoming calls, emails, and inquiries with discretion and efficiency, routing them as needed.
- Concierge Services: Act as a concierge for the executive team, coordinating daily lunch catering, setting up meeting spaces, and ensuring a welcoming experience for staff and guests.
- Office Administration: Maintain an impeccable reception area and office environment; oversee supply orders, manage mail and deliveries, and ensure office equipment operates smoothly.
- Shipping & Receiving: Assist with high-volume package handling, including sorting, stuffing, and posting outgoing mail daily, serving as a backup for logistics tasks.
- Event Coordination: Support the planning and execution of executive meetings, client visits, and internal events, arranging catering, room setups, and other details with precision.

Qualifications:

- Minimum of 2 years as a receptionist, administrative assistant, or similar role, with direct experience supporting executives.
- Background in hospitality (e.g., luxury hotels, fine dining) and customer service is strongly preferred.
- Exposure to HR, accounting, or payroll tasks is a plus.
- Proficiency in Microsoft Office Suite required; familiarity with HR or accounting software preferred.

Apply Online at: <https://tinyurl.com/23wwxpy2>

Source: Indeed

Office Receptionist (Roswell)

Serenity Mental Health Centers

300 Colonial Center Pkwy Suite 350, Roswell, GA 30076

Responsibilities:

- Update and verify customer information upon each visit.
- Help customers feel valued by creating rapport, remembering their names, their interests, and stories.
- Answer questions, address worries, respect boundaries, and be sensitive to each person's individual challenges.
- Ensure positive customer experience by providing support and compassion.
- Rotate through other various office tasks throughout the day.

Qualifications:

- 1+ year of full-time customer service experience, reception, or personal customer service industry.

Apply Online at: <https://tinyurl.com/27jn2ho3>

Source: Indeed

Administrative Assistant (Roswell)



Primrose Schools[®]

11160 Crabapple Road Roswell, GA 30075

As an Administrative Assistant, you'll be dedicated to the success of our next generation, committed to creating a safe, healthy environment and a culture where all children and team members can thrive.

- Creating a culture of support within the school for staff, families and children
- Cultivating an environment committed to health and safety
- Learning all essential functions for each position in the school so you can support and inspire
- Assisting with all office duties to support the leadership team.

[No qualifications specified in ad.]

15.00 - 18.00 per hour

Apply Online at: <https://tinyurl.com/27zml7rp>

Source: Indeed

Administrative Assistant (Sandy Springs)



500 Sugar Mill Road, Atlanta, GA 30350

The candidate chosen will perform administrative and office support activities for the property manager and the community's HOA board when directed. Duties may include fielding telephone calls, receiving and directing visitors (including residents and vendors), word processing, creating spreadsheets and presentations, filing, site inspections and loading and unloading supplies from storage to the onsite office, and vice versa.

Qualifications:

- Minimum of 3 years of Administrative Assistant experience preferred.
- Experience in property management, legal, hospitality and customer service industry a plus.

9:30am to 5:30pm (Monday - Friday)

Apply Online at: <https://tinyurl.com/2az8qyxx>

Source: Indeed

Administrative Assistant to Regional Property Manager (Chamblee)



3250 Mercer University Drive Chamblee, GA 30341

Perform as an Administrative Assistant, and liaison between the residents, the regional property manager, and the regional office.

- Provide exceptional customer service to Residents, prospects, applicants, vendors, and coworkers in a manner consistent with the Company's Customer Service Program and philosophy.
- Adhere to all company policies and procedures.
- Maintain Regional Property Manager's calendar.
- Prepare PowerPoint Presentations.
- Transcribe dictation, compose and type routine correspondence.
- Run and print monthly operating statements for properties and Regional Office and ensure confidential distribution to the Property Managers.
- GA Market Surveys
- Update 511 Deal Sheet.
- Open and identify property comment statements by property and Regional Office.
- Distribute confidentially to the Property Managers. Take resident complaint calls.
- Process Regional Manager credit cards.

Qualifications:

- 2 years' experience in Corporate Administrative Assistant support role, excellent use of office equipment, like printers, scanners, multi-line phone systems and internet.
- Proficiency in MS Office (MS Excel, MS PowerPoint, and SharePoint)
- Knowledge in the Property Management and multi-family field

Apply Online at: <https://tinyurl.com/2afa2rq5>

Source: Indeed

Office Assistant (Roswell)

Sympathycare Hospice, Llc

2306 Macy Drive, Roswell, GA 30076

Responsibilities:

- Receives and distributes communications, collects and mails correspondence.
- Copies and stores important documents.
- Maintains inventory of office supplies and anticipates supply needs; ensures prompt ordering and receipt of supplies and prepares supplies for care staff pick up weekly.
- Provides office communications support by fielding calls, answering questions, forwarding messages, and confirming staff supply orders.
- Maintains office schedule by picking up and delivering items as needed.

Qualifications:

- Basic office skills in a health care setting, minimum 1 year
- Microsoft Office software skills to include Word, Excel and PowerPoint
- Minimum two year college degree
- One to two years office assistant experience to include Human Resource experience

\$21.00 - \$23.00 per hour

Apply Online at: <https://tinyurl.com/2c52jq7o>

Source: Indeed

Support Associate (Buckhead)

NMG

NEIMAN MARCUS

3393 Peachtree Road NE, Atlanta, GA 30326

Responsibilities:

- Merchandise handling, transfers, and processing of inbound / outbound freight
- Fulfillment, packing and shipping of online and store customer orders
- Complete necessary merchandise placements to ensure merchandise standards are followed
- Merchandise price changes and reticketing; signs and moves product once marked
- Reticketing, damages, mark out of stocks and related inventory control processes
- Responsible for back stocking, stockroom organization and maintenance
- Under the guidance and direction of Managers and Visual, merchandises product and sets sale events and signage, while ensuring standards are followed.
- Support with set-up and take down of in-store events and activations

Qualifications:

- 1+ year of retail experience
- Basic proficiency with MS Office Product Suite

Apply Online at: <https://tinyurl.com/2cx7szwu>

Source: Employer Website

HR Operations Coordinator (Sandy Springs)



Intercontinental Exchange

5660 New Northside Drive, Atlanta, GA 30328

Responsibilities:

- Provide timely and accurate frontline support to employees and the HR team regarding policies and processes
- Administer HR data and record management, ensuring compliance with processes, audits, quality standards, and legal requirements
- Create and maintain process documentation for the end-users of HR systems
- Maintain accurate employee records and prepare contracts and letters for managers and employees
- Facilitate ongoing engagement with HR functional teams and the broader HR group
- Provide transactional support for global HR teams in the company HRIS (Oracle HCM)
- Troubleshoot employee operational issues within the HRIS and Applicant Tracking System (iCIMS)
- Track and respond to global compliance and audit requests
- Perform administrative duties related to daily HR functions

Qualifications:

- Bachelor's degree
- 1+ year of experience in an administrative or similar role

Apply Online at: <https://tinyurl.com/2bwvu4ro>
Source: Employer Website

Front Desk Agent – Contract (Buckhead)



3550 Peachtree Road NE, Atlanta, GA 30326

Responsibilities:

- First point of contact for all those entering the facility. Greet them with a friendly and welcoming demeanor. Issue visitor and parking passes and follow security protocols.
- Make a memorable first impression by answering the telephone in a professional manner. Create presentations and speak to various-sized groups.
- Arrange and confirm recreational, dining, and business activities on behalf of the requestor.
- Manage janitorial or maintenance work orders as needed. Coordinate and execute workplace services including mail, office supply services, and onboarding.
- Acknowledge inquiries or complaints from employees, guests, and co-workers. Provide solutions in a professional customer service-driven manner.
- Organize and manage on-site events. This includes securing event space, set up and tear down of the room, and delivery of supplies.
- Follow property-specific security and emergency procedures. Notify appropriate parties to ensure the safety of all individuals in the building.
- Coordinate with vendors who supply services or goods to the workplace.

Qualifications:

- Hospitality: 2 years (Required)

\$24.00 - \$25.00 per hour

Apply Online at: <https://tinyurl.com/2ag63n32>

Source: Employer Website

HR Employee Relations Rep. II (Sandy Springs)



1001 Summit Boulevard, Atlanta, GA 30319

Responsibilities:

- Provides counseling to employees and management related to the interpretation of hospital policies, procedures and practices regarding employee corrective action, performance evaluations and other human resource issues.
- Investigates and executes employee relations complaints, prepares documentation and provides recommendations for corrective action.
- Address leader and employee-initiated complaints in accordance with HR policies.
- Reviews rehire status, background reports with Coordinator/Manager/Director.
- Ensures hospital compliance with applicable state and federal regulations for areas of responsibility.
- Lead and facilitate climate surveys for internal department concerns.
- Provides assistance with the preparation of documents and other responses to employee-related concerns as well as EEOC (Equal Employment Opportunity Commission) and other litigation activities.
- Responsible for recommending reassignments to the light duty pool.
- Recommend Performance Improvement Plans as well as Clinical Improvement Plans.
- Provide consultation to leaders or interpretation of HR policies.

Qualifications:

- Bachelor Degree in Business Administration/related field and four (4) years of direct Employee Relations experience or Human Resources experience.
- Two (2) experience in a Supervisory or Management capacity in lieu of Employee Relations experience or Human Resources experience.

Apply Online at: <https://tinyurl.com/2ybfv5t3>
Source: Employer Website

Food Service, Housekeeping, & Other Now Hiring – Week of 4/20/25

Team Member/Party Host (Alpharetta)

Up to \$15.00 per hour

Vertigo Fun Park / 11105 State Bridge Road, Alpharetta, GA 30022

<https://tinyurl.com/2dp3oxux>

Stock Associate (Buckhead)

\$13.00 Hourly

Foot Locker / 3393 Peachtree Road NE, Atlanta, GA 30326

<https://tinyurl.com/2cxcw8la>

STOCK & HOUSEKEEPING ASSOCIATE (Perimeter)

Von Maur / 4400 Ashford Dunwoody Road, Atlanta, GA 30346

<https://tinyurl.com/26ebgcv5>

Grounds & Facilities Coordinator PT (Roswell)

\$18 - \$20 an hour

High Meadows School / 1055 Willeo Rd, Roswell, GA 30075

<https://tinyurl.com/259qhfov>

Team Member/Cashier (Buckhead)

\$13 - \$14 an hour

Andy's Frozen Custard / 3033 N Druid Hills Rd NE, Atlanta, GA 30329

<https://tinyurl.com/28326jur>

Car Washer (Alpharetta)

Angela Krause Ford / 1575 Mansell Rd, Alpharetta, GA 30009

<https://tinyurl.com/23sn6wgj>

Dealership Valet, Service Porter, Greeter (Chamblee)

\$14 / hour

Citrin / 5956 Peachtree Industrial Blvd, Atlanta, GA 30341

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