
Front Desk Receptionist (Alpharetta)



Pivotal Pain Solutions

3155 North Point Parkway, Alpharetta, GA 30005

Responsibilities:

- Greet and assist clients and visitors in a friendly and professional manner.
- Manage incoming calls using phone systems, ensuring proper phone etiquette at all times.
- Schedule appointments and manage calendars to optimize time management for staff.
- Maintain an organized front desk area, ensuring all materials are stocked and accessible.
- Handle office management tasks including filing, data entry, and correspondence.
- Provide exceptional customer service by addressing inquiries and resolving issues promptly.
- Support administrative staff with clerical duties as required.

Qualifications:

- Proven experience as a receptionist or in a similar role is preferred

\$20.00 - \$25.00 per hour

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

Source: Indeed

Receptionist PT (Roswell)



11185 Alpharetta Highway, Roswell, GA 30076

Responsibilities:

- Greet customers on the phone and when they arrive at the dealership
- Screen phone calls and transfer to appropriate extension
- Take and relay messages
- Responsible for receiving money in the form of cash, check or credit card and creating customer receipt
- Perform other clerical receptionist duties

Qualifications:

- Basic computer skills
- Phone experience/customer service/front desk experience preferred

\$15.00 - \$17.00 per hour

Apply Online at: <https://tinyurl.com/25xrbn7m>

Source: Indeed

Receptionist (Buckhead)



3355 Lenox Rd NE #300, Atlanta, GA 30326

Allied Universal is currently seeking a Receptionist at our local branch office to oversee front desk operations that will include answering and responding to incoming calls, greeting and directing visitors and general administrative duties for branch staff.

Qualifications:

- High school diploma (or equivalent)
- Three (3) - four (4) years of prior receptionist and/or Human Resources or related experience

Monday - Friday; 8:00 - 5:00 PM

\$18.75 per hour

Apply Online at: <https://tinyurl.com/224u8bqe>

Source: Employer Website

Executive Assistant (Sandy Springs)



Intercontinental Exchange

5660 New Northside Drive, Atlanta, GA 30328

Responsibilities:

- Provides secretarial and administrative support to multiple officers of the Company
- Routes and screens incoming telephone calls to these officers
- Coordinates schedules and travel arrangements as requested
- Completes expense reports and other routine documentation as requested
- Arranges conference calls and meetings with internal and external groups
- Maintains corporate records and files (paper and electronic) in accordance with Company policies and procedures
- Arranges transportation (e.g., car service and taxi) for visitors as needed
- Orders meals and break service for meetings as needed
- Drafts and reviews letters, memorandums, reports, and other correspondence as requested

Qualifications:

- 3+ years of related administrative experience
- Medium to high proficiency in Microsoft Office Products (Outlook, Word, PowerPoint, Excel)
- Bachelor's Degree strongly preferred

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

Source: Employer Website

File Clerk PT (Roswell)



1455 Old Alabama Road, Roswell, GA 30076

Responsibilities:

- Opening and Closing of the office.
- Manage client communication: May be responsible for communicating with clients, answering their questions, and ensuring their needs are met.
- Review scheduled appointments and relevant calendars, remaining conscious of upcoming meetings in office or deadlines of RFEs and NOIDs.
- Scanning application packets, uploading to client portal, regular runs to USPS or UPS to pick up mail.
- Taking payments (cash, Money Order, Check, and LawPay).
- Process mail by scanning in and uploading to DropBox.
- Light cleaning and organizing of commonly used areas of the office, seating area, and conference rooms. (Please note we have housekeeping already so you will not be doing that).
- Provide general administrative support, such as ordering supplies, managing office equipment, and handling other administrative tasks.

Qualifications:

- Associate Diploma or equivalent
- Microsoft Office: 1 year (Preferred)
- Customer Service: 1 year (Preferred)
- 1 -3 years of similar experience (preferred)

21 hours per week – 7 hours per day on Monday, Tuesday, and Wednesday.

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

Source: Indeed

Front Desk Coordinator PT (Dunwoody)



4512 Chamblee Dunwoody Road, Dunwoody, GA 30338

Responsibilities:

- Greeting and checking in clients and ensure all necessary forms are fill out.
- Call on sales lead immediately and update daily and follow up on ones can not be reached.
- Check missed phone call after lunch or through out day and call back.
- Check messages and reply from social media, email and chat
- Check out clients accurately and process payments without error and add consumed as needed.
- Review appointment books, look ahead and make notes, confirm, reschedule/booking appointments.
- Review to make sure no appointment is booked in wrong order and /services can't be combined together.
- Maximize appointment time by adjusting finish time as needed to open up for next appointment.
- Explain and upsell membership to client.
- Handle customer complaints/billing questions and escalate when necessary.

Qualifications:

- Experienced with customer service.

Apply Online at: <https://tinyurl.com/28wra22e>

Source: Indeed

Executive Assistant (Sandy Springs)



2 Concourse Pkwy, Atlanta, GA 30328

Provides a broad variety of administrative and staff support services for an assigned group or manager. Other duties may include: collects and interprets data to produce reports; conducts special projects; coordinates meetings, conferences, presentations and travel arrangements; and composes correspondence and other documentation as needed. Frequently uses personal computer software packages for word processing, graphics, spread sheets, etc.

Qualifications:

- Typically five or more years of experience in administrative and support staff activities
- Proficient computer navigation skills using a variety of software packages including Microsoft Office applications
- Bachelor's degree preferred

Apply Online at: <https://tinyurl.com/247w5cu5>

Source: Employer Website

Call Center Representative (Alpharetta)



366 North Main Street, Alpharetta, GA 30009

Responsibilities:

- Answer incoming calls and emails promptly & in a courteous, professional manner.
- Complete required daily outbound calls to schedule patient appointments per clinic protocols.
- Document all call information according to standard operating procedures.
- Resolve customer complaints with assistance of Customer Service Manager.
- Enter new patient information into software management system.
- Update existing customer information.
- Identify and escalate priority issues to Customer Service Manager or Office Manager.

[No qualifications specified in ad.]

Pay is based on experience

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

Human Resources Technician (Chamblee)



5025 New Peachtree Rd, Chamblee, GA 30341

Processes personnel and/or position actions and resolves related problems. Provides information to agency staff regarding transactions or other routine personnel issues. May process payroll information, distribute pay checks, perform benefits enrollments and/or claims processing, maintain agency leave record, or perform other routine personnel or clerical functions.

Qualifications:

- Six months of full time clerical level experience with primary responsibility for processing at least one personnel function (e.g., payroll, transactions, benefits, workers compensation)

\$36,300.00

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

Guest Services Representative (Sandy Springs)



6475 Roswell Rd NE, Atlanta, GA 30328

Responsibilities:

- Performs opening and closing Guest Services procedures.
- Answers incoming phone calls in a courteous, prompt, and professional manner.
- Directs phone calls to the appropriate person
- Takes accurate messages.
- Directs customers to the appropriate person or department.
- Manages the desk log, phone up log, loaner agreement log, dealer plate log, and gas card log.
- Tracks and filters all incoming calls and takes messages.
- Communicates effectively with Guest Services Manager and Greeters.
- Reconciles/updates data entry with dealership software.
- Produces Daily Reports: Daily Update (1, 5, Close), Performance Metric (core Guest Services reports).
- Walks around the showroom hourly to offer refreshments to guests.
- Provides a warm, positive and happy environment for Guests, their children and fellow teammates.
- Helps maintain a clean and comfortable environment (monitor facility)

Qualifications:

- High School Diploma
- Up to 3 years Work Experience

Apply Online at: <https://tinyurl.com/24xll7vb>
Source: Employer Website

On-Call Fitness Receptionist (Buckhead)



155 West Paces Ferry Road NW, Atlanta, GA 30305

Responsibilities:

- Answer questions, provide directions, and escort members and guests to various areas of the club
- Answering the Town Club's main phone line
- Assist in the daily administrative workflow

Qualifications:

- 2 years experience as an Administrative Assistant or similar position
- Proficiency in Microsoft Office

17.50 - \$18.50 an hour

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

Source: Indeed

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

Apply Online at: <https://tinyurl.com/29nmn666>
Source: Indeed

Food Service, Housekeeping, & Other Now Hiring – Week of 4/27/25

Crew Worker (Roswell)

\$16.09 - 20.90 an hour

City of Roswell / 150 Frank Lewis Drive, Roswell, GA 30075

<https://tinyurl.com/2b26a518>

Dishwasher (Sandy Springs)

Up to \$18 / hour

Flower Child / 6400 Blue Stone Road, Sandy Springs, GA 30328

<https://tinyurl.com/26kg2l8m>

Valet (Buckhead)

\$12 an hr. + tips

SELIG PARKING / InterContinental Hotel | 3315 Peachtree Road NE, Atlanta, GA 30326

<https://tinyurl.com/2br7gef5>

Stocker / Cashier PT (Alpharetta)

\$14 an hour

Petco / 10980 State Bridge Rd, Alpharetta, GA 30022

<https://tinyurl.com/288zxbb7>

Men's Locker Room Attendant (Buckhead)

\$16.50 an hour

Cherokee Town & Country Club / 155 W Paces Ferry Rd NW, Atlanta, GA 30305

<https://tinyurl.com/2468kqq5>

Housekeeper PT (Alpharetta)

\$15 an hour

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

<https://tinyurl.com/2yf7bum9>

Dishwasher (Alpharetta)

\$14.00 - \$16.50 an hour

Village Park / 12300 Morris Road, Alpharetta, GA 30005

<https://tinyurl.com/2xz7gvrs>

Food Service, Housekeeping, & Other Now Hiring – Week of 4/27/25

Car Wash Detailer Driver (Chamblee)

\$17.00 - \$18.50 an hour

Go Rentals / 3150 Corsair Drive, Atlanta, GA 30341

<https://tinyurl.com/23fv6ssg>

Patient Dining Associate (Sandy Springs)

Northside Hospital / 1000 Johnson Ferry Parkway, Atlanta, GA 30342

<https://tinyurl.com/275l2g48>

Housekeeper (Chamblee)

\$17 - \$18 an hour

HomeTowne Studios / 2050 Peachtree Industrial Ct, Chamblee, GA 30341

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

Server (Buckhead)

\$15 an hour

Legacy Ridge / 4804 Roswell Road, Atlanta, GA 30342

<https://tinyurl.com/28h296d8>

FOOD SERVICE UTILITY (Sandy Springs)

\$17.00 per hour

FLIK / 1 Mercedes-benz Drive, Atlanta, GA 30328

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