
Education Coordinator (Alpharetta)



2685 Old Milton Pkwy, Alpharetta, GA 30009

The Education Coordinator is often the first point of contact between C2 Education and prospects. You will assist families of interest take the initial step to join C2 Education.

- Provide a welcoming environment for parents and students.
- Schedule students, testing, and book conferences.
- Ensure delivery of C2 Education programs and initiatives in alignment with our mission statement.
- Call prospective families that have expressed interest in C2 Education services and arrange for a diagnostic test/conference.
- Provide administrative support including answering phones and creating/managing schedules with students and teachers.
- Manage class schedules to effectively support staff sessions.
- Provide marketing support.
- Participate in school and community events as a C2 Education representative.
- Review and grade student tests and monitor all students academic progress.
- Conduct conferences with parents and students to review progress, adjust academic plans, and renew enrollments.

Qualifications:

- Sales Experience
- Bachelors Degree (B.A./B.S.) preferred

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

Source: Indeed

Human Resources Coordinator - Entry Level (Brookhaven)



Gray Media

4370 Peachtree Rd NE # 400, Atlanta, GA 30319

Responsibilities:

- Assist in planning and executing company wellness and safety programs.
- Maintain schedules, records, and reports for HR initiatives.
- Collaborate with internal teams and external vendors to ensure smooth program execution.
- Track program participation and review data to assess effectiveness.
- Propose and implement new initiatives to enhance employee engagement.
- Ensure compliance with HR program standards through proper documentation and communication.
- Respond to program inquiries via email in a timely and professional manner.
- Coordinate the packing and shipping of program rewards to employees
- Assist with job posting data entry.
- Maintain both digital and physical employee records while ensuring confidentiality.
- Provide administrative support to HR leaders.
- Create and manage basic Word documents, spreadsheets, & PowerPoint presentations
- Assist in organizing company events, training sessions, and other HR-related initiatives.

Qualifications:

- Proficiency in Microsoft Office (Word, Excel, PowerPoint)
- Previous administrative or HR experience is a plus, but we welcome eager learners

Apply Online at: <https://tinyurl.com/29aqu3mr>

Source: Indeed

Receptionist (Dunwoody)



Dunwoody 30338

The Receptionist receives and correctly routes incoming and outgoing telephone calls and accommodates visitors so that all callers/visitors are attended to promptly, courteously, and accurately. The Receptionist performs basic administrative/clerical/operational/customer support/computational tasks.

Qualifications:

- High School Diploma or GED
- 1 year or more of experience working in a Healthcare setting preferred, but will consider candidates with a strong Customer Service background in Retail Hospitality, Call Centers, etc.
- Knowledge of MS Office (Word, Excel, Outlook, Access)
- Knowledge of Medical Terminology preferred

\$38,000 - \$45,800 per year

Apply Online at: <https://tinyurl.com/2yng4lo6>

Source: Employer Website

Front Desk 3rd Shift PT (Alpharetta)



3700 Brookside Parkway, Alpharetta, GA 30022

Responsibilities:

- Answer phones, greet customers and assist with their needs, filing, make copies, etc.
- Maintain an accurate and a thorough knowledge of all the aspects of the property, specifically in areas such as community policies, and emergency procedures, etc.
- Always make sure leasing brochures & welcome packets are stocked and ready for the next shift
- Schedule transportation for residents on corresponding days
- Assist with resident activities as needed
- Hourly rounds of the building, post notices/flyers, assist with dining linens
- Light cleaning of office, break room, lobby, and other common areas as needed

Qualifications:

- Must have reliable transportation

\$15 an hour

Apply Online at: <https://tinyurl.com/268jfe6r>

Source: Indeed

Receptionist (Roswell)



1190 Grimes Bridge Road, Roswell, GA 30075

Responsibilities:

- Greeting and checking in patients
- Scanning Insurance Cards
- Verifying Insurance
- Answering Phones
- Routing/Forwarding Phone Calls
- Scheduling Appointments
- Checking E-mail
- Sending Mail
- Selling Contact Lenses
- Dispensing Glasses and Contact Lenses to Patients
- Copying, faxing and performing other administrative tasks

Qualifications:

- No prior experience is required as we have a formal on-boarding/training program

\$15 to \$18 an hour

Apply Online at: <https://tinyurl.com/2cxq2wh6>

Source: Indeed

Office Assistant PT (Doraville)



3125 Marjan Dr, Doraville, GA 30340

Responsibilities:

- Greet visitors and direct them to the appropriate person or department.
- Answer and direct phone calls, emails, and other correspondence.
- Maintain and organize office files, records, and documents.
- Assist with scheduling meetings, appointments, and travel arrangements.
- Manage office supplies inventory and place orders when necessary.
- Support various departments with data entry, report generation, and other administrative tasks.
- Handle incoming and outgoing mail and deliveries.

Qualifications:

- Education: High school diploma or equivalent (Associate's or Bachelor's degree is a plus).
- Experience: Prior experience in an administrative or office support role preferred.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook) and general office equipment.

\$15 to \$20 an hour

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

Source: Indeed

Executive Assistant (Roswell)



100 Mansell Ct E, Roswell, GA 30076

Responsibilities:

- Proactively manage multiple executive-level calendars, accommodating frequent changes
- Coordinate international travel arrangements for multiple executives, including handling last-minute adjustments
- Process and manage expense reports for executives and senior leaders
- Organize meetings, including presentation support, agenda creation, meal arrangements, and A/V setup confirmation
- Follow up on action items from meetings and communications
- Schedule candidate interviews and arrange associated travel
- Assist with trade show preparation and logistics

Qualifications:

- Bachelor's degree in Business, Communications, or related field strongly preferred
- Associate's degree acceptable
- Minimum 5 years of executive-level support experience
- Proficiency in managing international travel logistics and complex calendaring

Apply Online at: <https://tinyurl.com/254437fp>

Source: Employer Website

Administrative Assistant (Chamblee)



5553 Peachtree Rd Suite 175, Chamblee, GA 30341

Responsibilities:

- Maintains files, schedules and facilitates meetings.
- Provides excellent customer service, good organizational skills, and excellent people skills.
- Provide information relating to established policies and/or procedures, and other relevant sources, to internal and/or external customers over the telephone, in writing and/or in person.
- Research and summarize specialized or technical information from varied sources. This may require selecting the most appropriate material and the use of spreadsheets and customized database applications.
- Organize, oversee, establish and maintain data sources that may include contracts, budgets, payroll, legal documents and/or other records.
- Compose, draft, summarize, prepare, proofread and/or edit documents, contracts, proposals, and/or correspondence to ensure these conform to the appropriate use of the English language, specialized terminology and established procedures.
- Process mail that may require attaching related correspondence or information before forwarding, respond to mail that can be handled personally, identify priority and/or time-sensitive matters, and maintain security and confidentiality.
- Set up and attend departmental meetings, including creating meeting agendas.
- Assistance with staff travel arrangements to conferences or other events
- Assist in coordinating office activities and events such as meetings, conferences, and team

Qualifications:

- Associates degree preferred and/or equivalent education and experience.
- 5+ years experience performing administrative duties, including the research, analysis, and preparation of written reports and documents.
- Highly proficient in MS Word, Excel, PowerPoint, E-Mail, Outlook, and the Internet

Apply Online at: <https://tinyurl.com/2ycyaf6z>

Source: Indeed

Office Administrator (Buckhead)



3500 Lenox Road NE, Atlanta, GA 30326

The Office Administrative role is responsible for organizing, coordinating, and maintaining office operations and procedures to ensure organizational effectiveness and efficiency. This role also involves administrative support to the President and COO as well as other members of the corporate staff.

- Greet and assist clients
- General admin duties for corporate staff (fax, scan, FedEx shipments, voicemail, etc.)
- Daily drop off of USPS mail and FedEx packages.
- Validate parking for guests as needed.
- Answer and direct phone calls
- Provide Notary services when needed
- Receive, stamp, sort, and distribute the mail
- Manage office and kitchen supplies inventory and place orders as needed
- Maintain office records (paper and electronic filing/organization; offsite)
- Scan deposits (payroll related, property deposit discrepancies, etc.)
- Deposit checks at the physical bank as needed.

Qualifications:

- Two (2) + years of direct administrative support experience
- Proficiency in MS Word, MS Excel, and MS Outlook a must

- Hybrid Schedule: Four (4) days in the office / One (1) day working remotely

\$24 to \$26 an hour

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

Source: Indeed

Client Experience Assistant (Sandy Springs)



6160 Peachtree Dunwoody Road, Atlanta, GA 30328

Responsibilities:

- Generate estimates and proposals to support the sales team
- Manage Purchase Orders and Vendor Relationships making sure orders are submitted properly and timely
- Check on jobs to make sure they are on track to meet client's in hands date
- Work closely with production to assist in managing client projects
- Cultivate and maintain long-term relationships with clients and vendors, seeing projects through from start to finish
- Answer client calls and emails as well as greet clients when they pick up items from our office
- Make deliveries as needed to drop-off samples and client products

[No qualifications specified in ad.]

\$15.00 - \$16.00 per hour

Apply Online at: <https://tinyurl.com/2b4xkup5>

Source: Indeed

Posted 3/30/2025

Human Resources Generalist (Buckhead)



3300 Lenox Road NE, Atlanta, GA 30326

Assist and support management and the leadership team with handling and resolving Human Resources issues. Assist employees with internal and external transfer requests and procedures. Monitor and assist managers/supervisors with hiring processes and issues. Coordinate and conduct applicant drug screens, reference checks, background checks, motor vehicle checks, and social security number verification. Maintain applicant flow, drug screen, orientation and transfer request logs. Create and maintain new hire and personnel files and enter them into Human Resources Information Systems. Assist with orientation of new employees. Monitor all hiring and recruitment processes for compliance with all local, state, and federal laws and company policies and standards. Ensure accurate maintenance of all employee records and files (e.g., interview documents, I-9's). Support processing and maintenance of payroll records in accordance with policies and procedures, as necessary. Inform Human Resources management of issues related to employee relations within the division or property. Create and maintain filing systems. Generate Human Resources data reports as necessary Answer phone calls and record messages. Create and type office correspondence using computer.

Qualifications:

- At least 1 year of related work experience.

Apply Online at: <https://tinyurl.com/2crhr9gj>

Source: Employer Website

Customer Service Specialist (Roswell)



1005 Holcomb Woods Pkwy, Roswell, GA 30076

Responsibilities:

- Receive inbound phone calls in a professional and courteous manner; handles or escalates appropriately
- Respond to emails or place outbound calls as needed to assist with customer issues
- Researching customer questions via multiple systems
- Guide callers through troubleshooting, navigating the company eCommerce site or answering golf related inquiries

Qualifications:

- High School Diploma or GED
- Min 1 year of call center / or relevant customer service experience
- Call Center experience, highly preferred
- Knowledge of the golf and tennis industry, a plus

Apply Online at: <https://tinyurl.com/2bux9qxj>

Source: Employer Website

Front Desk Receptionist (Alpharetta)



11220 Alpharetta Highway, Roswell, GA 30076

Responsibilities:

- -Greet customers
- -Answer customer calls
- -Make daily schedule and schedule appointments
- -Order some vehicle accessories from our vendors
- -Order office supplies
- -Light show room cleaning

[No qualifications specified in ad.]

\$15.00 - \$19.00 per hour

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

Source: Indeed

Posted 3/30/2025

Front Desk Staff PT – Contract (Alpharetta)



5755 North Point Pkwy STE 229, Alpharetta, GA 30022

Responsibilities:

- Greet and assist clients and visitors as they arrive, ensuring a welcoming atmosphere.
- Manage incoming phone calls, responding to inquiries with professionalism and courtesy.
- Schedule appointments and maintain the front desk calendar efficiently.
- Perform administrative tasks including data entry, filing, and document management.
- Utilize computer software for office management tasks, including QuickBooks for billing purposes.
- Maintain accurate records and ensure confidentiality of sensitive information.
- Provide customer support by addressing client concerns and resolving issues promptly.
- Proofread documents to ensure accuracy and professionalism in all communications.
- Assist with other office management duties as needed to support the overall operations of the office.

Qualifications:

- Previous experience as a medical receptionist or in a similar front desk role is preferred.
- Strong computer literacy with proficiency in office software applications.

Expected hours: 15 per week

\$14.38 - \$15.27 per hour

Apply Online at: <https://tinyurl.com/267gsj6d>

Source: Indeed

Administrative Assistant (Alpharetta)



A Smile 4U Corporate

366 North Main Street, Alpharetta, GA 30009

Responsibilities:

- Welcoming to guests and new team members
- Answer phone calls
- Organize files and mails
- Scheduling appointments and help with doctor agenda.
- Set up meeting room
- Managing stocks
- Assist with various daily office task

[No qualifications specified in ad.]

Monday-Thursday 8:00am-5:00pm - Friday 8:00 am - 2:00 pm schedule

Apply Online at: <https://tinyurl.com/23g5wq94>

Source: Indeed

Food Service, Housekeeping, & Other Now Hiring – Week of 3/30/25

Porter PT (Buckhead)

From \$18.00 per hour

Sloomoo Institute / 3637 Peachtree Rd NE Suite D, Atlanta, GA 30319

<https://tinyurl.com/2ctecm6x>

Utility Worker (Dunwoody)

\$17 an hour

Georgia State University / 2101 Womack Rd, Dunwoody, GA 30338

<https://tinyurl.com/2xhhs3ka>

Housekeeper PT (Roswell)

\$11.88 - \$14.85 / hour

Brookdale Chambrel Roswell / 1000 Applewood Dr, Roswell, GA 30076

<https://tinyurl.com/29b5rwwb>

Janitor (Buckhead)

\$13.50 per hour

Phipps Plaza / 3500 Peachtree Road NE, Atlanta, GA 30326

<https://tinyurl.com/287vsnyt>

Food Services Storeroom Attendant (Sandy Springs)

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

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

Cafe Host PT (Buckhead)

\$14.00/Hr

LEGO Discovery Centre / 3500 Peachtree Road NE, Atlanta, GA 30326

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

Restaurant Staff / Dishwasher PT (Sandy Springs)

\$14 to \$17 an hour

City Barbeque / 6649 Roswell Rd Ste L, Sandy Springs, GA 30328

<https://tinyurl.com/2b427qdx>