
Middle School Administrative Assistant (Buckhead)



805 Mount Vernon Hwy NW, Atlanta, GA 30327

Responsibilities:

- Support the Middle School Principal and Grade Level Deans in maintaining a safe and secure environment for all students and staff.
- Manage Principal's calendar and daily administrative operations to ensure the efficiency and effectiveness of the Middle School office.
- Serve as a welcoming and professional first point of contact for families, students, and visitors via phone, email, and in-person.
- Answer incoming calls, schedule meetings, and manage the flow of visitors and inquiries.
- Perform general office duties, including filing, copying, scanning, and maintaining digital and paper records.
- Coordinate travel arrangements for faculty and staff as needed.
- Assist with the planning and execution of Middle School events and activities.
- Provide timely and helpful information to students, parents, faculty, and guests.
- Monitor and manage office equipment maintenance and inventory needs.

Qualifications:

- Bachelor's degree required.
- Certified Administrative Professional (CAP) certification preferred.
- Minimum of 3 years of experience in an administrative or support role, preferably in a school or educational setting.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and Google Workspace.

Apply Online at: <https://tinyurl.com/2c5hg562>

Source: Indeed

Visitor Management Representative (Sandy Springs)



1000 Johnson Ferry Parkway, Atlanta, GA 30342

Responsible for effectively operating the Visitor Management system and processing all visitors into the facility in accordance with established processes and procedures.

Qualifications:

- One year in a healthcare or customer service related field OR equivalent combination of education and experience.

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

Source: Employer Website

Recruiting Operations Coordinator (Sandy Springs)



Intercontinental Exchange

5660 New Northside Drive, Atlanta, GA 30328

Responsibilities:

- Schedule candidate interviews for the North America region and communicate interview details with candidates and hiring teams
- Assist candidates with travel accommodations using company's corporate travel platform
- Utilize the applicant tracking system (ATS) to manage interview requests and candidate information
- Partner closely with recruiters, hiring managers, and other team members to ensure a seamless interview process
- Provide a high level of customer support to candidates, hiring managers and the recruiting team
- Create and maintain up-to-date interview scheduling documentation
- Ad-hoc tasks and projects to support the HR Recruiting Operations team

Qualifications:

- Bachelor's degree or equivalent relevant work experience
- 3+ years of experience in human resources, recruiting, or an administrative role
- Prior experience scheduling candidate interviews preferred

Apply Online at: <https://tinyurl.com/2a5n8xrm>
Source: Employer Website

Front Desk Agent (Chamblee)



2050 Peachtree Industrial Ct, Chamblee, GA 30341

Responsibilities:

- Welcome guests with friendly greeting and smile while performing all guest related services.
- Handle reservations request; check guests in/out; handle guest accounting and cashier functions.
- Make, change and monitor reservations; reviews and reports rate availability using front desk computer system; update and monitor room status; promote future sales
- Maintain confidentiality of guest information and pertinent hotel data.
- Communicate with the General Manager and other Front Desk Representatives, as needed, about problems, requests and/or concerns regarding guests and rooms.
- Work with housekeeping to communicate checkouts, stay-overs, sleepers, skip, rooms cleaned and rooms in need of maintenance.

Qualifications:

- High school diploma preferred or equivalent experience
- 1 year in previous customer service position.
- Must have basic office skills (math, cash handling, computer skills, etc.)

Up to \$17.00 - \$18.00 per hour

Apply Online at: <https://tinyurl.com/2y86jg67>
Source: Employer Website

Education Coordinator (Alpharetta)



2685 Old Milton Pkwy, Alpharetta, GA 30009

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:

- High School diploma or equivalent
- Sales Experience

Sessions are conducted after school hours to accommodate students and are typically Monday - Thursday 1:00 p.m. - 9:00 p.m. and Saturdays 9:00 a.m. - 5:00 p.m.

\$22.60 - \$25.00

Apply Online at: <https://tinyurl.com/249kff4s>

Source: Indeed

Guest Services Representative (Buckhead)



3344 Peachtree Rd NE Suite 1200, Atlanta, GA 30326

Responsibilities:

- Courteously greet all tenants and visitors at the reception desk
- Signing in all authorized visitors according to the policies, rules, and regulations established by building management and/or tenants, ensuring all guests have been authorized to enter.
- Contact tenants courteously and professionally when a guest is not pre-registered, following all building SOPs
- Provide excellent service to all guests arriving at the building
- Answer and respond to tenant phone calls and e-mails for assistance throughout the day
- Provide guidance and information as requested by tenants and visitors to the building
- Ensure familiarity with building management and security protocol, directing any issues to the appropriately designated management

Qualifications:

- A high school diploma or GED
- 1+ years of experience in high-end hospitality, luxury retail, fine dining, or a related field.
- Computer literacy, specifically MS Office applications and the Internet

\$20/HR

Apply Online at: <https://tinyurl.com/2a2rqe88>

Source: Indeed

HR Compliance Specialist (Sandy Springs)



270 Carpenter Dr NE # 400, Atlanta, GA 30328

As our HR Compliance Specialist, you'll be the heartbeat of our onboarding and credentialing process. To make sure every new hire is set up for success and that we're always aligned with federal, state, and internal HR standards. You'll analyze HR/Talent Acquisition data, identify trends, and report insights through Excel visuals and PowerPoint presentations.

Qualifications:

- Bachelor's degree in Human Resources or a related field (preferred)
- 2+ years of HR, onboarding, or compliance experience – healthcare experience is a big plus

\$35,000.00 - \$40,000.00 per year

Apply Online at: <https://tinyurl.com/2235r2yn>

Source: Indeed

Salon Receptionist (Buckhead)



1258 West Paces Ferry Road NW, Atlanta, GA 30327

Responsibilities:

- Warmly welcome clients, escort them to their assigned stylist, and promptly notify the stylist of their arrival.
- Skillfully handle transactions and returns, including cash and credit cards, and provide clients with receipts.
- Offer beverages and assist clients with their jackets.
- Answer client inquiries about our services and schedule appointments based on availability.
- Contribute to retail sales, maintain merchandise displays, and ensure products are well-stocked.
- Keep client records updated with accurate contact and billing information.
- Maintain the cleanliness and organization of the reception area and lobby.

Qualifications:

- Prior experience in customer service or a receptionist role is preferred.
- Familiarity with salon software and scheduling systems is a plus.

Saturday availability is mandatory (Closed Sunday & Monday)

\$14.00 - \$16.00 per hour

Apply Online at: <https://tinyurl.com/293zurua>

Source: Indeed

Executive Administrative Associate (Buckhead)



5040 Roswell Rd, Atlanta, GA 30342

Responsibilities:

- Reception Duties: Greet and assist guests, manage incoming calls and correspondence, and maintain a welcoming office environment.
- Document Compliance Project: Oversee and execute a large-scale document storage and compliance initiative, ensuring regulatory standards are met.
- Firm Reporting: Prepare and manage internal reporting for the executive team, providing critical insights to support business decisions.
- Executive Support: Serve as an Executive Assistant to the firm's President, handling scheduling, communications, and operational needs.
- Project Management Support: Strategize with the Project Management Team as they design and implement major firm initiatives

Qualifications:

- Prior administrative or support experience preferred
- Proficiency in Microsoft Office and general tech-savviness
- Bachelor's degree or equivalent experience strongly preferred
- Willingness to pursue professional licensing and ongoing training

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

Source: Indeed

Receptionist - Client Service Specialist (Chamblee)



5528 Peachtree Blvd, Chamblee, GA 30341

Responsibilities:

- Manage appointment check-ins, book new appointments and partner with the team on proper discharge information for: grooming, clinic, walk-ins, technician appointments, boarding and retail appointments.
- Understand, communicate, and properly prioritize scheduled appointments, client education and lobby triage by vaccine, wellness, parasite and retail needs to ensure an efficient and productive schedule and daily workflow.
- Greet and welcome all clients entering the clinic by opening the door, checking patients in for their appointment, notifying the clients of any appointment delays, care for clients during their wait and alerting the staff of the client's arrival.

Qualifications:

- Computer proficiency
- High school diploma or GED

Apply Online at: <https://tinyurl.com/28ye428q>

Source: Indeed

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
- Have general knowledge of all products

[No qualifications specified in ad.]

\$11 - \$15 an hour

Apply Online at: <https://tinyurl.com/2ath5h2f>

Source: Indeed

Administrative Assistant PT (Roswell)



200 Mansell Court East, Roswell, GA 30076

The Administrative Assistant provides administrative support to Regional Office Staff.

- Answers and screens incoming calls and arranges conference calls.
- Opens and routes incoming mail and correspondence and prepares outgoing mail.
- Composes, prepares, analyzes, copies and distributes confidential correspondence, memorandums, reports, spreadsheets and other documents as requested.
- Maintains contact with customers and outside vendors and greets scheduled visitors.
- Directs services such as computer and office equipment maintenance and repair, orders supplies, and files correspondence.
- Assist Office Manager in planning regional events throughout the year, and organizing activities such as meetings, travel, trainings, and conferences.
- Maintains solid customer relationships by handling questions and concerns with professionalism.

Qualifications:

- This position requires a minimum of one year of recent administrative experience in an office environment.
- Excellent word processing skills, including data entry and typing, are required.
- Intermediate level computer experience, including Microsoft Office 365, is necessary.

Apply Online at: <https://tinyurl.com/284gdq5n>

Source: Indeed

Administrative Support (Buckhead)



2676 Clairmont Rd NE, Atlanta, GA 30329

Responsibilities:

- Manage the organizational calendar and coordinate meeting logistics as needed
- Send timely internal reminders for staff meetings and events
- Prepare and share meeting notes, documents, and follow-up items
- Upload monthly receipts, income reports, and statements to the Bookkeeper folder (no accounting required)
- Enter new contacts from platforms like Mobilize and GiveSmart into our CRM (EveryAction) with appropriate tags (training provided)
- Schedule pre-created social media content using Hootsuite and monitor basic engagement
- Maintain up-to-date information across ICM platforms such as the website and social media
- Conduct basic research and help compile information into spreadsheets or reports
- Draft or edit basic correspondence, forms, and documents
- Support data entry, filing, and digital organization tasks as assigned
- Provide occasional support with event planning, logistics, materials, setup, and on-site assistance

Qualifications:

- Prior experience in administrative support or office coordination
- Comfort with Google Workspace, Microsoft Office, Zoom, and scheduling tools

Expected hours: 5 – 10 per week

Apply Online at: <https://tinyurl.com/26dtbk2e>

Source: Indeed

Administrative Assistant II (Buckhead)



3550 Lenox Road NE, Atlanta, GA 30326

Responsibilities:

- Create and maintain Distribution Groups
- Schedules, and facilitating meetings, either virtual or in-person, securing room reservations and food ordering/delivery, if necessary
- Acts as a primary point of contact for the team (e.g., independently seeks out answers to questions, takes initiative, leverages network of resources to solve problems)
- Assists with overflow work from other areas of the business; provide backup support to other AAs as necessary
- Prepares, produces and proofreads intermediate level presentations and correspondence, graphic presentations, and other documents, including editing for grammar, punctuation, and clarity
- Submits printing requests for meetings and other needs as necessary; ensures accuracy of printed materials before distribution
- Research and book travel arrangements
- Prepares and submits expense reports
- Records time accurately and submits according to corporate guidelines
- Attends business town halls; coordinate, schedule and prepare presentations for client and internal meetings
- Serves as an expert resource for Aon branding
- Maintains OneDrive files, databases, or SharePoint sites as applicable

Qualifications:

- Intermediate level computer literacy in Microsoft Office Suite
- Minimum of 5 years of relevant experience
- Bachelor's degree a plus.

Apply Online at: <https://tinyurl.com/2yqn8ak7>

Source: Employer Website

Receptionist (Roswell)



1000 Applewood Dr, Roswell, GA 30076

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.
- May also respond to resident emergencies by calling appropriate internal and external parties based on community protocol.

[No qualifications specified in ad.]

\$11.88 - \$14.85 / hour

Apply Online at: <https://tinyurl.com/234x9krw>

Source: Indeed

Food Service, Housekeeping, & Other Now Hiring – Week of 5/4/25

Service Valet (Alpharetta)

Honda Carland / 11300 State Bridge Road, Alpharetta, GA 30022

<https://tinyurl.com/29x5zh3b>

Hostess/Cashier (Alpharetta)

\$15.00 - \$18.00 per hour

Super Golden Buffet / 915 North Point Drive, Alpharetta, GA 30022

<https://tinyurl.com/2cd8zdbk>

Dishwasher (Roswell)

Bad Daddy's Burger / 10800 Alpharetta Highway, Roswell, GA 30076

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

Kitchen Team Member (Perimeter)

\$10 to \$15/hr

Jasons Deli / 4705 Ashford Dunwoody Road, Atlanta, GA 30338

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

Crew Member (Dunwoody)

\$15 / Hour

Moe's / 5562 Chamblee Dunwoody Road, Atlanta, GA 30338

<https://tinyurl.com/22y6u6lt>

School Day Porter (Buckhead)

UP TO \$16/HR

HSG / Lovett School | 4075 Paces Ferry Road NW, Atlanta, GA 30327

<https://tinyurl.com/22sbe78p>

Hair Salon Assistant (Buckhead)

From \$15.00 per hour

Craig McQueen Salon / 3872 Roswell Road NE, Atlanta, GA 30342

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

Food Service, Housekeeping, & Other Now Hiring – Week of 5/4/25

Team Member (Dunwoody)

\$12.00 - \$13.00 per hour

Ben & Jerry's / 210 High St Suite 109, Dunwoody, GA 30346

<https://tinyurl.com/225pflrw>

Dishwasher (Perimeter)

Up to \$15 an hour

Atlanta Marriott / 246 Perimeter Center Parkway NE, Atlanta, GA 30346

<https://tinyurl.com/228tsmjj>

Laundry/Men's Locker Room Attendant PT (Dunwoody)

\$15.00 - \$16.00 per hour

Dunwoody Country Club / 1600 Dunwoody Club Drive, Atlanta, GA 30350

<https://tinyurl.com/27vdofs9>

Housekeeper PT (Brookhaven)

\$15.00 per hour

Extended Stay America / 3115 Clairmont Road NE, Brookhaven, GA 30329

<https://tinyurl.com/22s58sxo>

Housekeeper (Sandy Springs)

\$12.00 - \$15.00 per hour

La Quinta Inn / 6260 Peachtree Dunwoody Road, Atlanta, GA 30328

<https://tinyurl.com/2aof4qc4>