
Executive Community Association Assistant (Roswell)



1100 Northmeadow Pkwy #114, Roswell, GA 30076

Responsibilities:

- Assist in daily office operations to enable the company to run efficiently and effectively
- Primary contact for the community and must answer phone calls and return calls within 2 hours during times of high volume.
- Provide a response within one business day for all general questions and emails from homeowners or board members.
- Assist homeowners in paying their assessments
- Proactively maintain email and phone information for homeowners with Vantaca
- Act as liaison with vendors to ensure all needs are addressed on work orders
- Place vendor orders as directed by the Community Association Manager
- Update vendor information as requested
- Obtain Tax I.D. & 1099 & proof of insurance for new vendors
- Input compliance items as directed by managers
- Prescreen all architectural requests to ensure all components have been submitted, uploaded to network
- Manage amenity access (Sports Park and Boat Launch), including distribution and tracking of gate keys & vehicle stickers

Qualifications:

- 3+ years of administrative or customer service roles.
- Proficient with Microsoft Excel and Outlook
- High School Diploma
- 1+ year experience working in real estate, property management, multi-family, banking, or hospitality preferred

\$44,000 - \$48,000 a year

[Apply Here](#)
Source: Indeed

Office Assistant (Dunwoody)

Nana Healthcare Management

4828 Ashford Dunwoody Rd. Dunwoody, Georgia 30338

Responsibilities:

- Answer and route phone calls, emails, and client inquiries in a professional and friendly manner
- Schedule service appointments for landscaping, facility maintenance, and housekeeping teams.
- Prepare and send estimates, proposals, invoices, and receipts to customers.
- Maintain accurate service records, job logs, and work order documentation.
- Support payroll processing by collecting and verifying timesheets from field employees.
- Track supplies, materials, and equipment inventory; coordinate vendor orders as needed.
- Input and update data in QuickBooks or other accounting software.
- Assist with billing, payments, and expense tracking.
- Communicate with field supervisors to confirm job completion and resolve scheduling issues.
- Support hiring and onboarding of new team members (paperwork, uniform distribution, etc.)
- Assist with basic marketing and customer outreach (social media posts, follow-up emails)
- Maintain organized electronic and paper filing systems.

Qualifications:

- High school diploma or GED required; Associate degree preferred.
- 1-3 years of office or administrative experience; service industry experience preferred
- Proficient in Microsoft Office Suite

\$20 - \$22 an hour

[Apply Here](#)

Source: Indeed

Office Clerk (Doraville)



2700 Bankers Industrial Dr, Atlanta, GA 30360

Responsibilities:

- Answer phones and provide information regarding products and services.
- Greet customers and visitors.
- Order office supplies, uniforms, and other items for dealer accounts.
- Receive and distribute incoming mail.
- Assist with customer billing (creating sales orders, processing credit card payments)
- Maintain an accurate list of ongoing projects to ensure timely completion.
- Provide dealer assistance with inspections, reports, and webinars.
- Perform filing and data entry tasks.
- Support sales team with organization and retrieval of customer documents.
- Serve as a certified notary (or be willing to obtain certification)

Qualifications:

- General knowledge of computer systems and office software

[Apply Here](#)

Source: Indeed

Administrative Specialist II – Police Dept (Roswell)



39 Hill Street, Roswell, GA 30075

Responsibilities:

- Provides administrative/clerical support for an assigned department/division; processes a variety of documentation within designated timeframes and per established procedures.
- Provides administrative/clerical support for department director and/or staff of assigned department; types, edits, or proofreads correspondence; assists with implementation of policies and procedures; monitors deadlines and status of department documentation; maintains meeting minutes.
- Maintains electronic calendar/schedule of activities for assigned department/division
- Answers telephone calls and greets visitors
- Performs local records checks for military and the general public.
- Applies records restrictions to cases in Records Management Software; queries various court and jail information databases; coordinates retention and destruction of records.
- Assists and disseminates records for requests from citizens.
- Processes vehicle releases; checks for hold on vehicle; determines if vehicle can be released and manages appropriate paperwork.

Qualifications:

- Requires a High School Diploma or equivalent; supplemented by two (2) years of experience in office administration or customer service; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

\$18.77 - \$24.39 an hour

[Apply Here](#)

Source: Indeed

Office Manager (Sandy Springs)



8601 Dunwoody Pl Suite #700A, Sandy Springs, GA 30350

Answering incoming customer calls in a courteous & professional manner; resolving customer inquiries, requests, billing questions, and scheduling service; as well as welcoming prospective new customers interested in learning about our services. There is also a high volume of outbound calls to ensure customer satisfaction, confirm service appointments, and collect overdue payments. Additional responsibilities may expand to include daily reporting; updating customer account information; accounts payable; human resource paperwork; payroll processing; etc.

Qualifications:

- High School Diploma or GED at a minimum
- Previous experience with customer service on the phone
- Excellent computer, typing, and 10-key skills

\$16 - \$18 an hour

[Apply Here](#)

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

Qualifications:

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

\$15 - \$18 an hour

[Apply Here](#)

Source: Indeed

Receptionist (Alpharetta)



345 Mcfarland Parkway, Alpharetta, GA 30004

Responsibilities:

- Warmly greet and welcome clients and other guests to the dealership. Do not leave the reception desk unattended.
- Be an organized and productive multi-tasker. Maintain customer contact notes in our CRM system.
- Actively listen to our clients and their needs and interpret body language in order to exceed client's expectations, solve problems, and de-escalate issues.
- Proactively communicate potential issues with customers, management and other departments in order to provide the best possible customer experience.
- Assist Salespeople with printing out and distributing survey follow up call list bi-weekly.
- Respond to 5 star web reviews with multiple pre-written responses on daily basis.

Qualifications:

- Previous experience in a similar role with similar responsibilities is preferred.

[Apply Here](#)

Source: Indeed

Receptionist PT (Alpharetta)



12300 Morris Road, Alpharetta, GA 30005

Responsibilities:

- Greet and welcome all visitors and guests upon their entrance into the community and when calling by phone.
- Deliver professional and courteous communications to families regarding community events, resident supply needs, care plan meetings and other communications as requested.
- Oversee all aspects of general office coordination including copying, faxing, mailing, and filing.
- Open, sort, and distribute incoming correspondence including mail and faxes.
- Sign for and distribute UPS/FedEx or similarly delivered packages.
- Manage the office supplies, uniforms, name badges, and postage accounts.
- Assist Business Office Manager in maintaining employee and resident files.
- Assist in maintaining in-service records to include course content, instructor, agendas and rosters.

Qualifications:

- High School Diploma or GED Required
- Two (2) years of related experience preferred
- Must have word-processing and clerical skills

[Apply Here](#)

Source: Indeed

Screening & Applications Specialist (Sandy Springs)



5775 Glenridge Drive, Sandy Springs, GA 30328

Responsibilities:

- Oversee and manage all prospective applications from submission to approval.
- Serve as the main contact for applicants, guiding them through the lease process.
- Collect, verify, and maintain all required documentation for lease approval.
- Communicate clearly and proactively with applicants, responding to calls, emails, and chats with professionalism and empathy.
- De-escalate challenges with patience, problem-solving, and exceptional service.
- Ensure compliance with processes, guidelines, and proper pre-move-in requirements.
- Maintain and update lease data, CRM, and reporting tools to track applications, important dates, and community metrics.
- Issue adverse action notifications when necessary and follow through on all applicant communications.

Qualifications:

- High school diploma and equivalent industry experience
- 2+ years' experience in sales, customer service, or contact center operations
- Experience in the multifamily industry preferred
- Proficiency in Microsoft Office Suite, Funnel, OneSite and RealPage applications

[Apply Here](#)

Source: Employer Website

Operations Assistant PT (Buckhead)



3500 Lenox Rd, Atlanta, GA 30326

Responsibilities:

- Provide executive administrative support, including calendar management and scheduling using Microsoft Outlook Calendar and Google Workspace.
- Assist with event planning and coordination for company meetings, conferences, and special events.
- Manage office operations, including filing, data entry, and maintaining organized records.
- Handle phone etiquette for multi-line phone systems and front desk duties, ensuring professional communication with clients and visitors.
- Perform bookkeeping tasks using QuickBooks and assist with basic bookkeeping responsibilities.
- Support project coordination efforts by tracking deadlines, preparing reports, and assisting with document proofreading and transcription.
- Utilize Microsoft Office Suite (Word, Excel, PowerPoint) for document creation, editing, and presentation preparation.
- Manage electronic signatures through DocuSign and facilitate document workflows.
- Provide customer service support by responding to inquiries and assisting with administrative needs as they arise.

Qualifications:

- Proven experience in office management, administrative support, or personal assistant roles.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint), Google Workspace, and data entry tools.
- Experience with QuickBooks, bookkeeping, or accounting software is preferred.
- Excellent typing skills along with proofreading and transcription abilities.

Up to \$20 an hour

[Apply Here](#)

Source: Indeed

Executive Assistant (Sandy Springs)

Hazen

1300 Altmore Ave Suite D520, Atlanta, GA 30342

Responsibilities:

- Support office leadership team.
- Coordinate office projections.
- Write, edit, format, and review correspondence, reports, and other written materials.
- Coordinate internal and external resources to ensure operations run efficiently.
- Coordinate schedules to set up meetings.
- Attend meetings, take notes, and provide meeting summaries.
- Prepare and submit expense reports for office leadership.
- Manage the Atlanta office's Administrative Assistant and serve as a back-up to this role on occasion when needed.
- Plan, coordinate, and/or support on- and off-site events, including researching alternatives, coordinating with venues/vendors, and managing logistics.
- Assist with onboarding new colleagues.
- Assist in obtaining annual business licenses, corporate dues, and local sponsorships.

Qualifications:

- A minimum of 10 years of experience working in an office environment performing administrative duties and providing support to managers and/or company leadership.

[Apply Here](#)

Source: Indeed

Client Concierge (Buckhead)

FASHIONPHILE

3393 Peachtree Rd NE, Atlanta, GA 30326

This role is 100% onsite and is dedicated to delivering a premium, personalized experience to our clients, serving as a key point of contact for complex inquiries related to luxury resale, authentication, pricing and company policies.

- Deliver exemplary service by anticipating client needs, educating, advising, and problem-solving with clients on our offerings, policies, and the luxury resale market.
- Handling inbound (95%) and outbound (5%) customer interactions via phone, chat, and email, delivering luxury-level support.
- De-escalating dissatisfied customers professionally while offering solutions and support.
- Collaborate with various internal teams to ensure a seamless and sophisticated client experience reflective of the FASHIONPHILE brand and evolving service offerings
- Document client interactions with precision, contributing to our database and helping refine our client experience strategy.
- Maintain strong client relationships by offering expert product advice and fashion trend insights via site chat, video chat, text, email, and phone. Personalize service through follow-ups, thoughtful notes, and tracking client needs.
- Conduct client outreach in support of our Save-a-Sale program, Partner Program, and other client retention and Loyalty-based initiatives.

Qualifications:

- Strong proficiency in working with e-commerce platforms and navigating websites

[Apply Here](#)

Source: Indeed

Front Desk Agent AM/PM (Alpharetta)



9000 Avalon Boulevard, Alpharetta, GA 30009

Responsibilities:

- Greet customers immediately with a friendly and sincere welcome. Use a positive and clear speaking voice, listen to and understand requests, respond with appropriate action and provide accurate information such as outlet hours and local attractions.
- Complete the registration process by inputting and retrieving information from a computer system, confirming pertinent information including number of guests and room rate. Promote HEI Hotels and Resorts and brand marketing programs. Make appropriate selection of rooms based on guest needs. •Code electronic keys. Non-verbally confirm the room number and rate. Provide welcome folders containing room keys, certificates, coupons, and refreshment center keys as appropriate.
- Verify and imprint credit cards for authorization using electronic acceptance methods. Handle cash, make change and balance an assigned house bank. •Accept and record vouchers, traveler's checks, and other forms of payment. Convert foreign currency at current posted rates. Post charges to guest rooms and house accounts using the computer.
- Promptly answer the telephone using positive and clear communication. Input messages into the computer. Retrieve messages and communicate the content to the guest. Retrieve mail, small packages and facsimiles for customers as requested.
- Close guest accounts at time of check out and ascertain satisfaction. In the event of dissatisfaction, negotiate compromise, which may include authorizing revenue allowances.

Qualifications:

- Hotel experience preferred.

[Apply Here](#)

Source: Indeed

Food Service, Housekeeping, & Other Now Hiring – Week of 12/7/25

Housekeeper (Roswell)

TerraBella / 400 Marietta Highway, Roswell, GA 30075

[Apply Here](#)

Breakfast Attendant (Alpharetta)

\$12 - \$16 an hour

Hilton / 4025 Windward Plaza, Alpharetta, GA 30005

[Apply Here](#)

Housekeeper (Alpharetta)

Hilton / 5775 Windward Parkway, Alpharetta, GA 30005

[Apply Here](#)

Dish/Prep (Roswell)

From \$13 an hour

Bambinelli's / 2500 Old Alabama Road, Roswell, GA 30076

[Apply Here](#)

Line Cook/Prep Cook PT (Alpharetta)

\$15 - \$18 an hour

Ted's Montana Grill / 6100 Avalon Blvd, Alpharetta, GA 30009

[Apply Here](#)

Dishwasher (Alpharetta)

\$16 - \$18 an hour

Café Intermezzo / 100 Avalon Boulevard, Alpharetta, GA 30009

[Apply Here](#)

Server Assistant and Busser (Alpharetta)

Siena Restaurant / 124 Devore Rd, Alpharetta, GA 30009

[Apply Here](#)

Dining Room Server (Alpharetta)

\$16 - \$18 an hour

Arbor Terrace / 12200 Crabapple Road, Alpharetta, GA 30004

[Apply Here](#)