
Receptionist (Roswell)



11580 Alpharetta Highway, Roswell, GA 30076

Responsibilities:

- Interact positively and effectively with coworkers, subordinates and supervisors and especially showroom customers.
- Complete end-of-day paperwork.

Qualifications:

- Ability to learn computer programs
- Type minimum 45 wpm
- Customer service experience

From \$18 an hour

[Apply Here](#)

Source: Indeed

Data Entry Clerk and Customer Service Representative (Alpharetta)



11175 Cicero Dr Ste 100 Alpharetta, GA 30022

Responsibilities:

- Accurately input service requests as they are received by phone or email.
- Coordinate services as assigned by Team Lead.
- Contact providers, claimants, and the requestor following the service and update status in system.
- Leave detailed notes on every assignment plan open to relay what was done and/or who was contacted.
- Answer incoming phone calls professionally and direct them to another department or person if needed

Qualifications:

- Familiarity with Excel, Smartsheet, Outlook systems (e.g., Jira) and version control (e.g., Git).

Expected hours: 35 – 40 per week

[Apply Here](#)

Source: Indeed

Human Resources Coordinator (Brookhaven)



1961 N Druid Hills Rd, Atlanta, GA 30329

Responsibilities:

- Administer new employee pre-boarding ensuring proactive and proper follow-up, and completion of all pre-boarding requirements prior to date of hire.
- Answer employee questions about human resources matters such as insurance, payroll, retirement plans, hiring procedures and company policy.
- Manage new hire orientations, human resources events and assisting with open enrollment for benefits such as health insurance.
- Assist with Benefit Administration.
- Assist with proofreading and revising HR forms and handbooks.
- Assist with developing HR related internal controls.
- May be responsible for making meeting arrangements.
- Assist with auditing HR related invoices and generate appropriate reports for accurate reconciliation process. Process all invoices for timely payment.
- Assist with preparing and e-mailing offer letters.
- Assist with coordinating employee surveys.

Qualifications:

- High School degree
- Microsoft Office proficiency
- Knowledge of federal and state employment laws preferred
- Experience with a HRIS to include an ATS preferred (Paycom)

[Apply Here](#)

Source: Indeed

Member Engagement Specialist (Perimeter)



3692 Ashford Dunwoody Rd NE, Brookhaven, GA 30319

Responsibilities:

- Support operating plans to promote membership/program growth, retention, impact, and safety for the YMCA.
- Support regular activities/events for families and members, on a monthly/recurring basis.
- Maintain accurate program documentation (files, reports, rosters, health records, etc.) for family programs and member engagement activities/events.
- Recruit, hire, train, and supervise playcenter staff.
- Assist in the marketing and distribution of program information, may organize and schedule program registrations.
- Promote an inclusive, welcoming, and respectful environment that embraces the diversity of all participants.
- Respond to all member and community inquiries and complaints in a timely manner.
- Consult with the Director on concerns related to child/member behavior.
- Create, manage, and implement processes to activate volunteerism within the Y.
- Collaborate with all department leaders to create value-add opportunities that will enhance the member experience within the Y.
- Document and report on facilities and to the Director any equipment that needs repair and/or replaced.

Qualifications:

- Bachelor's Degree OR Associate degree and 2+ years of experience in member engagement or customer service OR High school diploma and 3+ years of experience in member engagement or customer service
- Bachelor's degree in public administration, business, Human Resources, or related field preferred
- Non-profit experience preferred

[Apply Here](#)

Source: Employer Website

Office Assistant (Roswell)



1009 Mansell Road, Roswell, GA 30076

Responsibilities:

- Answer phone inquiries, direct calls and provide basic company information
- Perform clerical duties, take memos, maintain files, and organize documents; photocopy, fax, etc. as needed
- Set appointments
- Handle customer inquiries both by phone and email
- Enter new customer information into the system
- Update existing customer information
- Document all call information according to standard operating procedures
- Get permits for jobs
- Schedule inspections and installations

Qualifications:

- High school diploma or equivalent
- Proficient in relevant computer applications

\$12 - \$18 an hour

[Apply Here](#)

Source: Indeed

Front Desk Agent (Alpharetta)



3225 Webb Bridge Road, Alpharetta, GA 30005

Responsibilities:

- Greet guests upon arrival and provide a warm welcome.
- Manage the check-in and check-out processes efficiently.
- Handle guest inquiries, requests, and complaints in a timely manner.
- Maintain accurate records of guest information and reservations.
- Operate phone systems to assist guests with inquiries and bookings.
- Collaborate with housekeeping and maintenance teams to ensure guest satisfaction.
- Provide information about hotel services, local attractions, and amenities.
- Assist with billing and payment processing as needed.

Qualifications:

- Proficiency in phone systems to manage incoming calls effectively.
- Experience in hotel management or previous roles within the hospitality industry is preferred.

From \$17 an hour

[Apply Here](#)

Source: Indeed

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
- Collaborates with other Customer Service Specialists and communicates with other business partners
- Identifies more effective and efficient processes and procedures
- Special order liaison between vendor and customer

Qualifications:

- Min 1 year of call center / or relevant customer service experience
- Knowledge of the golf and tennis industry, a plus

[Apply Here](#)

Source: Employer Website

Visitor Management Concierge (Brookhaven)



Arthur M. Blank Hospital

2220 North Druid Hills Road, Atlanta, GA 30329

Responsibilities:

- Provides liaison service between customers and hospital staff. Visits and rounds on patients and families in designated areas and follows up on any problems reported by patients and families. Seeks out and responds to questions and inquiries received through face-to-face contact with customers regarding Children's Healthcare of Atlanta services and/or policies.
- Thoroughly documents all rounds in Rounds+ and sends service alerts as needed while collaborating with unit leadership on resolving issues.
- Ensures that customers receive the best service possible through providing information and coordinating with other functions and departments as required including provisioning MyChart Bedside tablets to admitted patients.
- Acts as family contact, advocate, and resource regarding non-clinical concerns/needs and hospital services available, including food services, environmental, and engineering (e.g., room service, visiting hours, phone system, sleep sofa).
- Refers any medical care issues to the nursing leadership for appropriate handling and partners with Patient Representatives on clinical issues.
- Advises all relevant departments of patient/parent/customer concerns that require staff intervention.

Qualifications:

- Two years of experience in customer service in a business office environment

Preferred:

- Bachelor's degree
- Experience in a healthcare-related office or a communications center
- Medical terminology knowledge

[Apply Here](#)

Source: Indeed

Entry Level Recruiting Assistant PT (Brookhaven)



1418 Dresden Drive NE, Brookhaven, GA 30319

Responsibilities:

- Assist Senior Recruiters with sourcing and pre-screening candidates
- Conduct resume and database searches
- Maintain candidate information in internal systems
- Help with scheduling and follow-up communication
- Perform general office support and clerical work

Qualifications:

- Associate's degree or currently enrolled in a college/university program (students welcome)
- Previous office or admin experience is a plus but not required
- Proficiency in MS Office (Word, Excel, PowerPoint)

\$18 - \$20 an hour

[Apply Here](#)

Source: Indeed

Front Desk Receptionist PT (Brookhaven)



2021 N Druid Hills Rd #102, Atlanta, GA 30329

Responsibilities:

- Greet and assist patients and visitors as they arrive, ensuring a positive first impression.
- Answer phone calls promptly and professionally, directing inquiries to the appropriate personnel, calling patients to set appointments, and assist other departments with callers.
- Prep and organize patient paperwork for clinical staff members.
- Perform data entry tasks accurately, ensuring all client information is up-to-date in the system.
- Collection of patients out of pocket expenses with coordination with the revenue cycle and billing department.
- Handle administrative duties such as collecting, uploading, proofreading new patient documents for signatures and completion, and managing correspondence.

Qualifications:

- Previous experience in a front desk, customer facing, or administrative role is preferred.
- Familiarity with medical receptionist duties is a plus.
- Competence in data entry with strong computer skills.

\$16 - \$20 an hour

[Apply Here](#)

Source: Indeed

Front Office Admin Assistant (Doraville)



3130 Raymond Drive, Doraville, GA 30340

Responsibilities:

- Responsible for general office tasks such answering phones, taking/delivering messages, sorting mail
- Greet all incoming visitors/guests and ensure appropriate sign in/out procedures are followed
- Performs record keeping and general clerical functions for the purpose of providing information and/or materials as needed
- Processes documentation and materials for the purpose of disseminating information to appropriate parties for action
- Assists other personnel for the purpose of supporting them in the completion of their work activities
- Schedules various activities for the purpose of assisting in meeting staff needs and efficiently utilizing personnel, equipment and facilities
- Administers first aid and prescription medications to students for the purpose of providing emergency or necessary care when the School Nurse is absent
- Maintains inventory of supplies and materials for the front offices
- Maintains a variety of computerized and manual records, files, and department databases
- Allocate substitute teachers and other resources as necessary

Qualifications:

- High School diploma or GED required
- A minimum of 3 years clerical/secretarial experience required
- Proficiency in Google and Microsoft, especially Google Sheets and Excel

\$29,000 - \$44,000 a year

[Apply Here](#)

Source: Indeed

Receptionist (Sandy Springs)



8205 Dunwoody Place, Atlanta, GA 30350

The Receptionist provides reception and conference center coverage as well as other administrative duties assigned.

Qualifications:

- A minimum of 2 years' experience in an office environment. Proficiency with Windows-based software and Microsoft Office Suite required. Previous experience in a personal injury law firm or law firm environment a plus, but not required.
- History of job stability of having worked one job at least 3 years.

8:30 a.m. to 5:00 p.m.

[Apply Here](#)

Source: Employer Website

Front Desk Admin (Sandy Springs)



750 Hammond Dr building 12 suite 200, Atlanta, GA 30328

Responsibilities:

- Arrange appointments for employees and keep the calendar up-to-date
- Take incoming phone calls and respond to emails and ensure the appropriate people receive all relevant information
- Keep the front office secure by ensuring all visitors follow the proper sign-in procedures
- Give every employee, client, and visitor a warm welcome at the front desk and communicate any important information or directions
- Assist with other administrative tasks, such as data entry, copying, filing etc.

Qualifications:

- High school graduate, G.E.D. recipient, or equivalent
- 1 year of experience as a receptionist, administrative assistant, guest service specialist, or similar position preferred

\$15 - \$18 an hour

[Apply Here](#)

Source: Indeed

Receptionist (Alpharetta)



1575 Mansell Road, Alpharetta, GA 30009

Responsibilities:

- Answer dealership group phones, greet and receive prospects and customers
- Direct customers to the correct department, notify the appropriate person that a customer is waiting, and introduce the customer to the salesperson
- Work cooperatively with the sales and other internal teams
- Communicate with callers and visitors in a professional, friendly, and efficient manner
- Type memos, correspondence, reports, and other documents
- Assist in scheduling and confirming sales appointments

Qualifications:

- Valid driver's license and clean driving record

[Apply Here](#)

Source: Indeed

Food Service, Housekeeping, & Other

Now Hiring – Week of 12/14/25

Dealership Valet, Service Porter, Car Wash (Roswell)

From \$14 an hour

Citrin / Regal Nissan | 1090 Holcomb Bridge Road, Roswell, GA 30076

[Apply Here](#)

Host/Hostess (Buckhead)

\$15.00 - \$16.75

North Italia / 3393 Peachtree Road NE, Atlanta, GA 30326

[Apply Here](#)

Dishwasher (Buckhead)

\$15 - \$17 an hour

Flower Child / 3400 Around Lenox Drive NE, Atlanta, GA 30326

[Apply Here](#)

Delivery Driver (Roswell)

\$18 an hour

Sherwin-Williams

[Apply Here](#)

STOCK & HOUSEKEEPING ASSOCIATE (Alpharetta)

Von Maur / 4000 North Point Circle, Alpharetta, GA 30022

[Apply Here](#)

Server (Roswell)

\$15 - \$16 an hour

Magnolia Place / 655 Mansell Road, Roswell, GA 30076

[Apply Here](#)

Cashier/Customer Service (Chamblee)

\$15 - \$20 an hour

Gu's Dumplings / 4897 Buford Hwy NE #104, Chamblee, GA 30341

[Apply Here](#)

Food Service, Housekeeping, & Other

Now Hiring – Week of 12/14/25

Cashier (Alpharetta)

\$13 - \$15 an hour

Wingstop / 10955 Jones Bridge Road, Alpharetta, GA 30022

[Apply Here](#)

Dishwasher (Alpharetta)

\$14 - \$17 an hour

The Cheesecake Factory / 2075 North Point Circle, Alpharetta, GA 30022

[Apply Here](#)