Client Concierge (Roswell)

770 Old Roswell Place, Roswell, GA 30076

Responsibilities:

- Lead management and Scheduling – you will be responsible for inbound and outbound customer communications while organizing work and managing schedules for our Service Professionals
- Making Recommendations and Managing Expectations with Customers – You'll communicate with customers to guide them through their projects and assist with managing their expectations.
- Create Life-Long Customers – Deliver a great experience that wows every customer. You will follow the Mr. Handyman Way - a repeatable process that makes it easy to impress the customer every time.

Qualifications:

- 2+ years of experience in an office setting
- Experience with Office and Excel

$17 - $23 an hour

Apply Here

Source: Employer Website

Posted 11/30/2025

Receptionist PT (Sandy Springs)

PruittHealth

7400 Peachtree Dunwoody Rd, Atlanta, GA 30328

Responsibilities:

- Answers incoming telephone calls and direct to appropriate person or department.
- Types documents, reports, letter, etc. at least 50 words per minute with high accuracy.
- Remains at repetitious tasks for long periods of time while completing paperwork, etc.
- Recognizes, respond to and/or report resident emergency situations immediately.
- Communicates with and support residents, families, visitors, etc.
- Conducts annual salary and wage surveys and reports finding to the Administrator.

Qualifications:

- At least six (6) months experience in payroll, insurance and/or clerical position.
- Prefer two (2) years of experience in a payroll, insurance and/or clerical position.
- Prefer courses in payroll, bookkeeping, office procedures, and other related subjects.

4p-8p Monday – Friday

Apply Here

Source: Employer Website

Posted 11/30/2025

Executive Assistant (Buckhead)

BESSEMER TRUST

3455 Peachtree Rd NE Suite 850, Atlanta, GA 30326

Responsibilities:

- Calendar management and coordination of multiple schedules (includes arranging resources – conference room, A/V, IT or Helpdesk).
- Coordinate travel (air, hotel, transportation).
- Process travel and expense reports.
- Manage and compose detailed correspondence.
- Organize meetings and luncheons as needed.
- Prepare outlines, charts, and other materials for internal and external use (e.g., client meetings, public presentations, speaking engagements)
- Draft minutes and agendas for Trust and Estate related committees and working groups.
- Facilitate initial estate plan review process; assist with developing flowcharts of client estate plans.
- Edit and proofread presentation materials, outlines, and client communications.

Qualifications:

- Bachelor's Degree preferred.
- Highly proficient in MS Office Suite, Adobe, etc.

Apply Here

Source: Employer Website

Posted 11/30/2025

Administrative Assistant PT (Dunwoody)

4675 N Shallowford Rd Ste 205, Atlanta, GA 30338

Responsibilities:

- Collecting potential customer information .
- Answer telephone calls and direct calls to appropriate persons.
- Reading and routing correspondence .
- Coordinate team schedules .
- Filing, data entry, and other miscellaneous tasks

Qualifications:

- Customer service: 1 year (Preferred)
- Reliable transportation

Monday - Friday, flexible schedule between 9-5

$17 - $20 an hour

Apply Here

Source: Indeed

Posted 11/30/2025

Receptionist PT (Roswell)

BROOKDALE
SENIOR LIVING

1000 Applewood Dr, Roswell, GA 30076

Receptionists greet all visitors entering the community, answer questions, ensure visitors sign guest sheets, and answer/direct phone calls to the proper residents and staff. Our Receptionists sort, deliver and collect incoming/outgoing community and resident mail, and may be asked to do basic office/clerical functions, and maintain visitor logs. You 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 an hour

Apply Here
Source: Indeed

Posted 11/30/2025

Administrative Assistant (Sandy Springs)

25 Glenlake Pkwy NE, Sandy Springs, GA 30328

Responsibilities:

- Greet and assist Residents and visitors in a polished and professional manner
- Gather information, coordinate, and prepare reports/proposals/presentations
- Clerical work to include typing, filing, scheduling, financial record keeping
- Maintain office supply inventory and order supplies as needed
- Prepare and send out letters and correspondence as assigned
- Handle and direct incoming phone calls.

Qualifications:

- At least 1 year of related work experience
- Associate's degree or equivalent combination of education and experience.

Apply Here

Source: Indeed

Posted 11/30/2025

Administrative Assistant (Alpharetta)

10745 Westside Way, Alpharetta, GA 30009

Responsibilities:

- Archiving, binding, cleaning/organizing
- Typing, proofing, and editing letters
- Updating and creating spreadsheets
- Mailing, copying, faxing, filing, invoicing
- Ordering and maintaining office supplies
- Building and equipment maintenance
- Running errands
- Managing conference room schedules

Answer multi-line phones and cover the front lobby, greeting clients and visitors

Qualifications:

- Associate's degree in Business Administration or related field preferred.
- 2–3 years of relevant administrative support experience.
- Previous experience in a professional office environment required.
- Experience working in an engineering firm or technical environment is a plus.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint).

Apply Here

Source: Indeed

Administrative Assistant (Alpharetta)

11785 Northfall Lane, Alpharetta, GA 30009

Responsibilities:

- Serve as the primary point of contact for all consultants placed at client locations.
- Assist consultants with onboarding, timesheet submissions, payroll queries, and assignment-related issues.
- Serve as the primary contact for client inquiries, concerns, and service requests.
- Manage and resolve escalations related to onboarding, timesheets, payroll, and candidate performance.
- Ensure prompt and professional communication with clients and candidates at all times.
- Conduct regular follow-ups with clients to evaluate satisfaction and identify improvement areas.
- Prepare weekly or monthly client service reports and share updates with leadership.

Qualifications:

- 1–3 years of experience in an Administrative Assistant or similar role.
- 2–4 years of experience in staffing is a plus
- Proficient in MS Office Suite (Word, Excel, Outlook, PowerPoint).

$25,000 - $28,000 a year

Apply Here

Source: Indeed

Posted 11/30/2025

Senior Coordinator, Employee Engagement (Brookhaven)

4151 Ashford Dunwoody Road 6th floor, Atlanta, GA 30319

Responsibilities:

- Coordinate and monitor employee engagement initiatives across multiple locations.
- Maintain accurate records of participation, recognition activities, and engagement metrics.
- Prepare and deliver summary reports and insights to support decision-making.
- Liaise with site leadership and cross-functional partners to ensure alignment and consistency.
- Identify opportunities to enhance engagement efforts and contribute to program development.
- Support effective communication strategies to promote engagement initiatives.

Qualifications:

- 3+ years of experience in employee engagement, HR, project coordination, or related fields.
- Proficiency with Microsoft Excel and similar data management tools.

$70,000 - $80,000 a year

Apply Here

Source: Employer Website

Posted 11/30/2025

Reception & Client Experience Coordinator PT (Alpharetta)

THE TOX®

210 South Main Street, Alpharetta, GA 30009

Responsibilities:

- Greet clients enthusiastically, manage check-ins and check-outs, and ensure seamless appointment flow.
- Maintain the distinct The Tox® aesthetic, appearance, atmosphere, and culture.
- Demonstrate sincere customer focus and genuine appreciation for the guest experience.
- Provide support to the team to ensure a successful check-in and check-out process.
- Work cohesively with all team members to ensure efficiency and camaraderie.
- Ensure the health and safety of guests and employees are paramount at all times.
- Able to liaise with internal and external parties at the appropriate levels to ensure smooth flow of the studio operations.
- Demonstrate product knowledge, assist with re-stocking products, and be able to assist clients with product sales and rebooking sessions.

[No Qualifications Specified in Ad]

$10 - $16 an hour

Apply Here

Source: Indeed

Posted 11/30/2025

Administrative Assistant PT

4100 Peachtree Rd NE, Brookhaven, GA 30319

Responsibilities:

- Assists City Clerk in managing and maintaining the Records Information Management System, including appropriate control over the protection, retention, redaction, and destruction of records in accordance with legal and operational requirements including maintaining the database of files and utilizing and mastering use of document management and scanning software.
- Makes copies of video and audio tapes; distribute copies to requestors; use redaction software i.e. Adobe, collects fees for records, and must understand how to upload documents to Dropbox and/or other cloud-based storage software.
- Maintains current knowledge of laws, codes and regulations pertinent to the functions of the City Clerk's office

Qualifications:

- Two (2) years of study at an accredited college or university;
- Two (2) years of experience performing work related to the described duties; Or equivalent education, and/or experience;

$20.67 - $26.90 an hour

Apply Here

Source: Employer Website

Posted 11/30/2025

Insurance Administrative Assistant (Dunwoody)

SYNERGY HEALTHCARE SERVICES

1040 Crown Pointe Parkway, Dunwoody, GA 30338

Responsibilities:

- Set up new workers' compensation claims and maintain claim records.
- Submit claims and related documents to TPA/insurance carriers as needed.
- Track and report open and closed claim activity on a regular basis.
- Process and distribute incoming mail, faxes, and emails.
- Respond to inquiries and direct calls to appropriate team members.
- Assist with scheduling facility risk assessments and insurance carrier visits.
- Provide general administrative support to the Insurance Coordinator.

Qualifications:

- One-year certificate from a college or technical school, OR 3-6 months of related experience/training.
- Prior experience in insurance, healthcare, or administrative support preferred.
- Proficiency with Microsoft Excel and other MS Office programs.

$18.25 - $24.00 an hour

Apply Here

Source: Indeed

Posted 11/30/2025

Project Assistant PT TEMP (Brookhaven)

Gray Media

4370 Peachtree Rd NE # 400, Atlanta, GA 30319

Responsibilities:

- Organize, create and maintain internal databases.
- Manage investor relations materials, listings and conference logs.
- Assist with IR conference scheduling.
- Manage internal meetings, coordinate meeting logistics with meeting organizers.
- Filing and other administrative duties as assigned.

Qualifications:

- 1-3 years of secretarial business or administrative experience required.
- Associates degree in business administration or related field preferred.
- Microsoft Excel and SharePoint experience a plus.

Apply Here

Source: Indeed

Posted 11/30/2025

Food Service, Housekeeping, & Other
Now Hiring – Week of 11/30/25

Crew Member (Buckhead)
$13.50 - $14.50 an hour
Chipotle / 3393 Peachtree Rd, Atlanta 30326
Apply Here

Stocker PT (Roswell)
Dollar Tree / 1580 Holcomb Bridge Road, Roswell, GA 30076
Apply Here

FOOD SERVICE WORKER PT (Alpharetta)
$16 - $17 an hour
FISD / Fulton Science Academy | 3035 Fanfare Way, Alpharetta, GA 30009
Apply Here

Room Attendant (Sandy Springs)
Hampton Inn / 769 Hammond Drive Northeast, Atlanta, GA 30328
Apply Here

Dishwasher (Roswell)
$13 - $15 an hour
Lucia's Italian Restaurant / 4705 Woodstock Road NE, Roswell, GA 30075
Apply Here

Breakfast Attendant PT (Sandy Springs)
Hampton Inn / 769 Hammond Drive NE, Atlanta, GA 30328
Apply Here

Dishwasher/Line Cook (Roswell)
$12 - $14 an hour
Mazzy's Sports Bar / 10729 Alpharetta Highway, Roswell, GA 30076
Apply Here

Housekeeper (Perimeter)
$12 - $18 an hour
Perimeter Rehabilitation Suites / 5470 Meridian Mark Road, Sandy Springs, GA 30342
Apply Here

Food Service, Housekeeping, & Other

Now Hiring – Week of 11/30/25

Dishwasher (Sandy Springs)
$15 - $18 an hour
Flower Child / 6400 Blue Stone Road, Sandy Springs, GA 30328
Apply Here

Store Driver PT (Roswell)
Advance Auto Parts / 1155 Alpharetta Street, Roswell, GA 30075
Apply Here