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# Library Assistant II PT (Dunwoody)



2101 Womack Rd Bldg. NC 1400, Dunwoody, GA

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## **Responsibilities:**

- Completes basic circulation functions, such as checking in/out and renewing library materials and spaces.
- Answers patron questions in person or by phone regarding library services, resources, and general campus queries.
- Manage patron records, including updating account information and communicating notes to other users, providing status updates for items on loan and requested materials, and reinstating/restricting borrowing privileges.
- Assists patrons with placing and/or receiving library inter-campus loans, GIL Express, and ILL requests. Explain and enforce library policies and procedures.
- Manages lost and found, which includes following the University Library's best practices.
- Monitors inventory of student-use paper and print cartridges and notifies appropriate contact persons to order additional supplies.
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## **Qualifications:**

- High school diploma or GED and one year of library, customer service, or office experience, or a combination of education and experience.
- Some positions may require typing skills (30 wpm).
- One year of library and/or customer service experience preferred

20 hours per week

[Apply Here](#)

Source: Employer Website

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# Concierge (Sandy Springs)



8480 Roswell Road, Sandy Springs, GA 30350

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The Concierge is responsible for greeting potential residents, families, and visitors, managing both external and internal calls, and taking and communicating messages. The Concierge provides an overview of community information to those inquiries in support of the Director of Sales (DOS) and Executive Director (ED). Responsible for assisting the Business Office Coordinator (BOC)/HR Designee in the community recruitment process, computer data entry, and other assigned general administrative duties as well as monitoring the Bistro area for refreshments, cleanliness, and music and ensuring a pleasant atmosphere.

**Qualifications:**

- High School degree/GED
- Proven customer service experience and skills
- Proficiency in computer skills, Microsoft Office (Windows, Outlook, Excel) and Sunrise applications with the ability to learn new applications

[Apply Here](#)

Source: Employer Website

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# Front Desk Receptionist (Brookhaven)



4004 Summit Blvd, Brookhaven, GA 30319

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## **Responsibilities:**

- Welcome and assist employees and guests; create a positive first impression and direct them to the appropriate location.
- Answers, screens, and directs phone calls to staff; takes messages and schedules appointments.
- Receives mail, documents, packages, and courier deliveries and delivers or distributes items.
- Performs administrative and clerical support tasks. Performs basic filing and recordkeeping.

## **Qualifications:**

- High school diploma or equivalent required.
- Previous administrative or receptionist experience preferred.
- Proficiency in Microsoft Office Suite or similar software.

Monday-Friday, 10:00 AM-6:00 PM. Possible evening or weekend hours (less than 5%).

[Apply Here](#)

Source: Employer Website

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# Administrative Assistant / Receptionist (Buckhead)



3355 Lenox Rd NE Suite 420, Atlanta, GA 30326

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## **Responsibilities:**

- Serve as a support contact for general administrative needs including mail distribution, office supplies, and basic office coordination
- Schedule meetings and appointments using established calendars and systems
- Order office supplies and maintain inventory levels as directed
- Maintain cleanliness and organization of common office areas and coordinate service requests as needed
- Greet visitors and provide basic front-desk support
- Answer and route phone calls, emails, and general inquiries
- Assist with preparing documents, reports, and correspondence
- File, scan, and organize electronic and physical documents
- Assist with meeting setup and conference room coordination
- Support internal team members with routine administrative requests
- Assist with office events and meetings as directed

## **Qualifications:**

- Proven experience as an Administrative Assistant
- High School degree: additional qualification as an administrative assistant or Secretary will be a plus
- Proficiency in MS Office (MS Excel, MS Word, MS Outlook,etc.)

\$20 - \$22 an hour

[Apply Here](#)

Source: Indeed

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# Receptionist (Roswell)



1190 Grimes Bridge Road, Roswell, GA 30075

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## 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
- Handling a variety of administrative support tasks

## Qualifications:

- Computer Skills
- Experience as a receptionist is a plus

\$15 - \$18 an hour

[Apply Here](#)

Source: Indeed

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# Front Desk Agent (Buckhead)



1960 N Druid Hills Rd NE, Atlanta, GA 30329

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## **Responsibilities:**

- Greet guests immediately with a friendly, sincere welcome. Maintain eye contact with guest. Use a positive, clear speaking voice, listen to guest requests and respond with appropriate action.
- Employ operational and selling techniques to maximize occupancy levels and achieve the highest average rate possible, and ensure that staff does the same. Maintain and provide accurate information on and promote hotel facilities.
- Maintain cash bank per accounting guidelines. Comply with all accounting procedures.
- Maintain effective communication within Front Office and related departments, and with all hotel departments. Stay aware of issues relating to front office and general hotel operations. Attend meetings as scheduled. Apprise management of any concerns or suggestions.

## **Qualifications:**

- High school diploma or general education degree or equivalent combination of education and experience preferred.

\$15 an hour

[Apply Here](#)

Source: Indeed

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# Receptionist PT (Alpharetta)



12300 Morris Road, Alpharetta, GA 30005

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## **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

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# Sales Receptionist (Sandy Springs)



7640 Roswell Road, Atlanta, GA 30350

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## Responsibilities:

- Warmly greet and welcome clients and other guests to the dealership. Do not leave the reception desk unattended.
- Manage the waiting area and showroom amenities.
- 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.
- Be an organized and productive multi-tasker. Maintain customer contact notes in our CRM system and manage our "up-list".
- Maintain a neat and professional appearance at all times. Must be upbeat and very personable.
- Proactively communicate potential issues with customers, management and other departments in order to provide the best possible customer experience.

## Qualifications:

- Previous experience in a similar role with similar responsibilities is required.
- High school diploma or the equivalent.

[Apply Here](#)

Source: Indeed

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# Receptionist (Buckhead)



3600 Wieuca Rd Ne, Atlanta, GA, 30326

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## Responsibilities:

- Greet and welcome parents, visitors, and staff in a friendly and professional manner. Manage incoming calls, providing information, and directing calls to the appropriate staff member.
- Manage office supplies, ensuring adequate stock levels and submitting purchase requests as needed. Assist in maintaining a tidy and organized reception area.
- Register and sign in visitors, ensuring compliance with security and safety protocols. Notify relevant staff members of visitor arrivals and coordinate escort services as needed.
- Ensure parents inquiries are answered, providing information on school programs, events, and procedures. Communicate with parents regarding student arrivals, departures, and any important announcements.
- Provide general administrative support, including photocopying, filing, and data entry. Assist in the preparation and distribution of school-related materials.
- Assist with the enrollment process by providing forms, explaining procedures, and collecting necessary documentation.

[No Qualifications Specified in Ad]

[Apply Here](#)

Source: Employer Website

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# Executive Assistant (Alpharetta)



11605 Haynes Bridge Rd STE 200, Alpharetta, GA 30009

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## Responsibilities:

- Organize, optimize, and be the gate-keeper of schedules which includes scheduling internal and external meetings
- Serve as liaison between executives and internal staff as well as external parties
- Manage and prioritize action items for executives according to importance and deadlines
- Plan and coordinate travel arrangements
- Maintain and process expense reports
- Do light research for executives including on individuals (LinkedIn) or companies (i.e. background / bio's on individuals the executive will be meeting with)
- Download and deliver select recurring reports
- Draft memos, letters, documents, or other communications
- Assist in editing and formatting PowerPoint presentations
- Identify & implement opportunities for office management improvements
- Assist with all preparations for your executive's meetings, interviews, and conference/video calls
- Support in the organization and execution of team events

## Qualifications:

- Bachelor's degree with 2 - 7 years experience as an Executive Administrative Assistant or in a relevant administrative role

[Apply Here](#)

Source: Employer Website

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# Administrative Assistant (Brookhaven)



17 Executive Park Dr Ne # 310, Atlanta, GA 30329

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The Administrative Assistant will assist in providing a broad spectrum of behind the scenes support to our staff for the management of cases.

**Qualifications:**

- We will train the right candidate in all job duties.

[Apply Here](#)

Source: Employer Website

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# Office Assistant (Buckhead)



3500 Lenox Rd Suite 1500. Atlanta, GA 30326

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## **Responsibilities:**

- Greet and assist clients, visitors, and vendors in a professional manner
- Answer and direct phone calls, emails, and general inquiries
- Maintain organized filing systems (digital and paper-based)
- Prepare documents, contracts, and marketing materials for agents
- Schedule appointments, property showings, and meetings
- Assist with updating listings, MLS entries, and social media posts
- Manage office supplies and coordinate equipment maintenance
- Support the team with administrative tasks such as data entry, scanning, copying, and mail handling
- Coordinate with agents to ensure timely completion of paperwork and compliance requirements
- Assist with basic bookkeeping tasks, invoicing, and expense tracking (optional)
- Ensure the office remains clean, professional, and well-maintained

## **Qualifications:**

- High school diploma or equivalent required; associate degree preferred
- Previous administrative or office support experience (real estate experience is a plus)
- Proficient in Microsoft Office (Word, Excel, Outlook); familiarity with Google Workspace and CRM systems is a plus

\$12 - \$20 an hour

[Apply Here](#)

Source: Indeed

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# Spa Coordinator PT (Perimeter)

WOODHOUSE®

— SPA —

4400 Ashford Dunwoody Road NE, Atlanta, GA 30346

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## **Responsibilities:**

- Serves as primary support for the spa's manager, therapists and guests
- Ensures that every guest has a friendly, inviting and memorable experience
- Answers incoming calls, listens to our guests' needs to schedule appointments or give service recommendations, and collects payment for services
- Partners with the therapists to increase their guest retention and retail sales by scheduling the guest's next appointment during checkout and promotes the recommended products
- Educates guests on the Woodhouse experience including a warm welcome, introduction to our locker room and amenities, and helping them to have a seamless experience
- Drives service and retail sales/awareness by educating guests on products, services and treatments

[No Qualifications Specified in Ad]

\$13 an hour

[Apply Here](#)

Source: Indeed

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# Executive Assistant (Brookhaven)



4004 Summit Blvd NE. Suite 1600. Brookhaven, GA 30319

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## Responsibilities:

- Act as point of contact on behalf of President among executives, employees, vendors, and other relevant stakeholders.
- Manage very complex and high volume approval flow in a timely and accurate manner determining urgency and identifying additional approvals or steps needed.
- Prepare expense reports. Check documents submitted for approval for completeness and accuracy, and submit for approval.
- Reconcile Corporate Office and Executive's expenses; prepare Executive's requests in purchase order format and obtain approvals.
- Maintain office petty cash and prepare monthly reports
- Heavy calendar and schedule management.
- Set up in-person and virtual meetings ensuring meeting space availability, preparing meeting materials, ordering lunch if needed, day of meeting room set up and cleaning up after meeting.
- Schedule conference rooms, conference call lines, and video calls for President.
- Work with Travel Department for reconciliation and confirm charge validity questions from international parent company in Spain.
- Book travel arrangements, submit credit card authorizations, and prepare documents for travel credit card reconciliation. Check in to flights and ensure preferred seating.
- Draft business letters for President.
- Place calls as directed and keep list of call backs or follow up calls. Screen and direct phone calls; maintain list of contacts.

## Qualifications:

- Associate level degree or higher required. Bachelor's degree preferred.
- Five (5)+ years of experience supporting senior level executives

[Apply Here](#)

Source: Indeed

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# Services Coordinator (Chamblee)



2050 Chamblee Tucker Rd, Atlanta, GA 30341

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## Responsibilities:

- Serve as the first point of contact for member inquiries, providing timely, accurate, and friendly support.

Identify resources and digital tools that can help solve complex problems

- - inside or outside the organization
- Identify and escalate potential issues or member concerns to the appropriate team members.
- Coordinate between departments to ensure deadlines and deliverables are met.
- Develop, route, and track requests for a variety of Member needs, including marketing materials and governance documents.
- Maintain organized records of member interactions, registration data, and communications.
- Maintain and update webpages and webforms (Gravity Forms in WordPress), ensuring functionality and ease of use.
- Monitor and triage shared email inboxes, ensuring timely follow-up on member requests.
- Manage and track registrations for online and in-person organizational trainings, meetings, and events.
- Assist with preparing reports on engagement metrics and event participation.
- Provide administrative support for the Vincentian Services department, including printing, shipping, or distribution logistics.

## Qualifications:

- 2-3 years of experience in a project coordination, account services/management, or traffic management role; preferably in an agency, nonprofit, or membership-based organization.
- Bachelor's degree in marketing, communications, nonprofit management, or a related field preferred, but not required.

[Apply Here](#)

Source: Indeed

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# Spa Coordinator PT (Johns Creek)



3005 Old Alabama Road, Johns Creek, GA 30022

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## **Responsibilities:**

- Greeting and assisting guests
- Scheduling appointments and answering phones
- Checking guests in and out and ensuring the accuracy of all transactions
- Maintaining a beautiful spa, retail space, and reception area
- Membership, spa boutique, and product sales
- Provide education to guests regarding our Spavia story, our spa boutique products and items, and our treatments offered for optimal results
- Maintain and provide accurate and timely responses to all guest inquiries and ensuring an exceptional guest experience

## **Qualifications:**

- Minimum high school diploma.
- Combined education and previous customer service / administrative and retail experience is strongly desired

\$14 - \$16 an hour

[Apply Here](#)

Source: Indeed

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# Office Coordinator (Roswell)



35 Old Canton Street, Alpharetta, GA 30009

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## **Responsibilities:**

- Answer incoming calls from clients, vendors, etc. and assisting them as needed
- Place outgoing call to clients, vendors, etc. for service matters/appointment scheduling
- Preparation of reports using Microsoft programs (e.g. Word, Excel)
- Email/mail scheduled communications to clients
- Greet clients upon arrival for appointments
- Schedule/confirm appointments
- Order office supplies
- Document filing (electronic and physical)
- Document preparation (printing, binding, etc.)
- Paper shredding
- Copying, printing, faxing
- Check mail and process via internal systems
- Prepare UPS packages for shipping
- Maintain office calendars

## **Qualifications:**

- Bachelor's Degree preferred, High School diploma or GED required
- A minimum of 2 years administrative/office support experience is preferred

[Apply Here](#)

Source: Indeed

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# Customer Service Representative (Alpharetta)



8000 Avalon Boulevard, Alpharetta, GA 30009

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## **Responsibilities:**

- Be the first point of contact for customers and Loaders – resolving inquiries via phone, text, chat, and email with speed and empathy.
- Troubleshoot scheduling issues, service concerns, and escalations with a calm, solutions-first mindset.
- Monitor and manage real-time order status to ensure a seamless service experience from start to finish.
- Collaborate with internal teams (Dispatch, Field Operations, etc.) to resolve service issues and optimize support.
- Accurately document all interactions in our systems to maintain clear and organized customer records.

## **Qualifications:**

- 1+ years of experience in a high-volume customer service or support environment.
- High school diploma or GED required; college experience is a plus.

[Apply Here](#)

Source: Indeed

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# Food Service, Housekeeping, & Other

## Now Hiring – Week of 1/1/26

### To-Go Server (Alpharetta)

**\$16 - \$18 an hour**

Firebirds Wood Fired Grill / 2665 Old Milton Parkway, Alpharetta, GA 30009

[Apply Here](#)

### WAITER/WAITRESS (Sandy Springs)

**\$15 - \$16 an hour**

Mount Vernon Towers / 300 Johnson Ferry Road NE, Atlanta, GA 30328

[Apply Here](#)

### Dishwasher (Chamblee)

**\$15 - \$17 an hour**

Lagarde American Eatery / 5090 Peachtree Boulevard, Chamblee, GA 30341

[Apply Here](#)

### Dishwasher (Brookhaven)

**\$15.00 - \$16.50 an hour**

Chopt / 4062 Peachtree Rd NE, Brookhaven, GA 30319

[Apply Here](#)

### Dishwasher (Buckhead)

**\$15 - \$17 an hour**

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

[Apply Here](#)

### Dishwasher (Roswell)

**From \$16 an hour**

A Peach of a Party / 108 Oak Street, Roswell, GA 30075

[Apply Here](#)

### Dishwasher PT (Dunwoody)

Dunwoody Place / 1460 South Johnson Ferry Road NE, Atlanta, GA 30319

[Apply Here](#)

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# Food Service, Housekeeping, & Other

## Now Hiring – Week of 1/1/26

**Room Attendant (Alpharetta)**  
**From \$15.50 an hour**

Fairfield Inn & Suites / 3225 Webb Bridge Road, Alpharetta, GA 30005

[Apply Here](#)

**Banquet Houseman (Buckhead)**  
The Whitley / 3434 Peachtree Road NE, Atlanta, GA 30326  
[Apply Here](#)

**Housekeeper (Roswell)**  
TerraBella / 400 Marietta Highway, Roswell, GA 30075  
[Apply Here](#)

**Car Detailer PT (Chamblee)**  
**\$15 - \$16 an hour**  
Carvana / 4420 Buford Hwy NE, Chamblee, GA 30341  
[Apply Here](#)

**Dishwasher (Alpharetta)**  
**\$14.00 - \$17.75 an hour**  
The Cheesecake Factory / 2075 North Point Circle, Alpharetta, GA 30022  
[Apply Here](#)