
File Clerk / Receptionist (Alpharetta)



13010 Morris Road, Building 1, Suite 650, Alpharetta GA, 30004

This position provides clerical and administrative support to attorneys, legal assistants and paralegals.

- Maintain, organize and index all case files for attorneys; file correspondence, pleadings and other documentation in an accurate and timely manner
- Copy, scan, e-file and e-serve documents
- Find and retrieve information from files in response to requests from authorized users.
- Perform data entry
- Purge and box closed files to be sent to storage
- Perform general office duties such as typing and operating office machines
- Performs related job duties as required
- Receiving visitors, and answering their questions, as well as directing visitors with pre-scheduled appointments to the correct office(s)
- Making appointments for all staff or for specific employees, such as executives

Qualifications:

- Associate Degree
- 1-3 years' experience working as a file/administrative clerk. Law firm or professional services experience preferred.
- Strong Microsoft Office applications such as Excel, Outlook e-mail, and Internet.

Monday to Friday, between 8:30am - 5pm

\$14 - \$15 an hour

Apply Online at: <https://indeedhi.re/3NDdazM>

Source: Indeed

Posted 6/12/2022

Donation Processing Assistant (Alpharetta)



2555 Northwinds Pkwy, Alpharetta, GA 30009

Kids Alive International is a Christian organization serving vulnerable at-risk children in multiple countries across the globe. We are seeking a Donation Processing Assistant to support the Accounting Team and to accurately receive and process donations and record information regarding donors' intentions. They will work with several systems to make sure donations and information flow to the right places and stay accurate. They will respond to donors' requests and collaborate with teammates across the organization.

- Accurately process, document, and code recurring, automatic, and one-time donations from many physical and digital sources on a daily basis
- Respond to donor calls and emails, and proactively reach out to update payment information, answer questions and solve difficulties as they arise
- Monitor donations and donor information to ensure it syncs correctly and remains up to date and accurate in our website, donor database (CRM), and other systems
- Assist the Accounting Team and the organization with information sharing and other projects as requested

Qualifications:

- An associate degree or extensive administrative experience
- Two years data entry experience (preferred)
- Two years customer service experience (preferred)
- Strong computer skills, including experience with Microsoft Word, Excel, Outlook, and the ability to learn our custom donor database programs (Prior experience with Blackbaud is a plus)
- Full vaccination against COVID-19

Contact Bill.Dean@kidsalive.org.

Source: Referral

Posted 6/12/2022

Receptionist (Perimeter)



6 Concourse Pkwy #2400, Atlanta, GA 30328

Responsibilities:

- Greet all visitors cordially and professionally and assist them with meeting their party
- Contact appropriate departments for visitors on a job interview
- Answer incoming calls courteously and professionally
- Provide miscellaneous customer service and building information to guests
- Sort mail by employee and place in employee mailbox, as applicable
- Issue parking and building key card for new employees and guests
- Assist with administrative duties and special projects as requested

Qualifications:

- Experience as a Receptionist is preferred

Apply Online at: <https://bit.ly/3tsVyOK>

Source: Employer Website

Executive Assistant (Buckhead)



3565 Piedmont Road Northeast Building Four, #500, Atlanta, GA 30305

As Executive Assistant in our Atlanta office, you will provide administrative support to multiple partners.

- Produce high-quality presentations for meetings, client deliverables, RFPs, proposals, and marketing items, etc. (editing, formatting, and proofing).
- Organize and complete accurate, timely, and complex executive time and expense reports.
- Representing the partner for project team and external support needs.
- Prepare correspondence on behalf of partners.
- Coordinate travel arrangements (domestic and international for air, hotel, and ground transport).
- Monitor and maintain breakroom and office supplies.
- Act as the firm's liaison to various vendor relationships.
- Coordinate meetings and activities from small groups to firm-wide events.

Qualifications:

- High school diploma is required; bachelor's degree is preferred.
- Five to seven years of experience as an executive assistant reporting directly to senior management.

Apply Online at: <https://bit.ly/3O01sPl>

Source: Employer Website

People Advisor (Buckhead)



950 East Paces Ferry Rd NE #2800, Atlanta, GA 30326

Responsibilities:

- Provide superior customer service to employees and managers of Salesforce via our Concierge customer portal, and other social channels.
- Support our knowledge base within Concierge; close knowledge gaps by creating, updating and improving knowledge articles to keep information relevant for employees' self-service.
- Record and track all customer interactions using a case management tool responding to inquiries on benefits, time off, compensation, immigration, HR Policy and employee data. Follow through to ensure all assigned cases are resolved and closed timely and appropriately.
- Develop an understanding of Workday as a tool and leverage its capabilities for manager and employee self-service process inquiries
- Maintain appropriate level of process, program, and policy knowledge in order to assist Employees.
- Assist with User Acceptance Testing for system enhancements.
- Process corrections or transactions not handled through Employee or Manager Self Service in Workday.

Qualifications:

- Bachelor's degree required
- 1 year prior work experience in Human Resources or a centralized customer service environment preferred
- Prior experience with Workday HCM or similar HRIS is desirable

Apply Online at: <https://bit.ly/3NssG1b>

Source: Employer Website

Receptionist / Front Desk (Dunwoody)



4512 Chamblee Dunwoody Rd, Dunwoody, GA 30338

Responsibilities:

- Greeting and check in clients and ensure all necessary forms are fill out.
- Promote membership sales for additional commission.
- Check out clients accurately and process payments without error.
- Review appointment books, look ahead and make notes, confirm, reschedule/booking appointments.
- Follow and manage opening, daily to do and closing procedure.
- Read, understand and adhere to processes and protocol.
- Inventory counting.
- Run sales reports/invoice for declined or incomplete invoice.
- Calling and following up on sales leads.
- Maintain the cleanness and organization of the office.
- Answer calls, email, text msg and opening and scanning mails.
- Monitor social media or marketing relate feedback/messages.

Qualifications:

- Experienced with customer service.

\$13 an hour

Apply Online at: <https://bit.ly/3mrx0lo>

Source: Employer Website

Move-In Coordinator (Buckhead)



3755 Peachtree Rd NE, Atlanta, GA 30319

Supports occupancy goals through effective planning of move-ins, move-outs, and in-house transfers. Reports to the Marketing Director.

- Assists incoming residents with all facets of transition and move to the property.
- Coordinates the refurbishing, cleaning and inspection of units after move-out and before move-in with the Director of Engineering and the Director of Housekeeping.
- Communicates incoming resident's special needs or requirements to the Director of Resident Services.
- Makes sure all information has been entered to make the transition from Marketing to Operations.
- Fulfills occupancy goals as described in the annual budget.
- Supports marketing team by assisting with tours, telephone inquiries, hosting functions, and community outreach, as directed by the Marketing Director.
- Assists in the sales process with prospects. Assists in the production of reports as directed.

Qualifications:

- A one year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience

Apply Online at: <https://bit.ly/3aOU2QJ>

Source: Employer Website

PT Rec & Parks Visitor Services Specialist



The purpose of this classification is to provide high-level customer service to our community while supporting functions of Department facilities and full time staff. Work involves opening/closing of facilities, communication via phone and email, general clerical work, proofreading documents, assisting with room set-ups and takedowns and assisting with scheduled activities and programs. Employee is also responsible for screening and independently handling a variety of routine inquiries by telephone, e-mail, and in person.

Qualifications:

- No work experience is required for this entry-level position. Experience or education is preferred, which provides the necessary knowledge, skills, and abilities for this job.

\$11.00 - \$15.50 an hour

Apply Online at: <https://indeedhi.re/3tnF9eK>

Source: Indeed

Event Assistant (Alpharetta)



12150 Morris Rd, Alpharetta, GA 30005

Responsibilities:

- Work with A/V department for event needs'
- Work with facilities manager to ensure flips and cleaning are scheduled for clients
- Working with the Operations team to ensure the venue and event equipment is in top condition for our clients. Assisting with the regular visual inspection of event spaces.
- Management of client interactions via email, phone, and in-person throughout the client relationship.
- Working with outside vendors to collaborate on preparing for events and to ensure compliance with venue rules.
- Preparing all necessary documents related to each assigned event (event planning notes, timelines, floor-plans, etc.).
- Coordinating events.
- Collaborating with venue Operational staff to ensure smooth execution for each event.
- Assisting with managing the inventory of rental items, linens, and other supplies.

Qualifications:

- Prior background in customer service, community outreach, volunteering, or as an entry-level Event Assistant
- 1-2 years of experience in Management, Events, or Customer Service
- Excellent Microsoft Office Suite, communication and presentation skills

\$37,000 - \$40,000 a year

Apply Online at: <https://indeedhi.re/3O8AzsK>

Source: Indeed

Posted 6/12/2022

Receptionist (Alpharetta)

MORGAN & MORGAN

178 S Main St Unit 300, Alpharetta, GA 30009

Responsibilities:

- Greet clients as they arrive at the office, and inquire into their purpose of visiting the firm.
- Provide initial information regarding the firm's services, and availability of lawyers.
- Obtain preliminary information from new clients, to determine their case histories, and backgrounds.
- Record all information provided by clients, and forward it to lawyers, or legal assistants.
- Respond to telephone calls, by operating PABX systems, diverting and transferring calls, and taking and relaying messages.
- Handle incoming and outgoing correspondence, according to established protocols and procedures.
- Oversee the obtainment and storage of office supplies and equipment, while creating and maintaining an effective liaison with vendors and suppliers.
- Ensuring that conference and shared spaces are tidy and ready for client meetings
- Assisting attorneys, paralegals, and other staff with various clerical duties as needed.

Qualifications:

- Two years of full-time experience working in an office setting, preferably in the legal environment
- Proficiency in Microsoft Office, Outlook, ProDoc, and E-filing.

Apply Online at: <https://bit.ly/3mDt9la>

Source: Employer Website

Community Association Assistant (Roswell)



1100 Northmeadow Pkwy #114, Roswell, GA 30076

Access Management Group is a property management company.

- Provide exceptional customer service to homeowners through written and verbal communication to assist with questions related to payments, account log-in information, amenities access, clubhouse rentals, and other general questions and concerns.
- Manage clubhouse reservations and maintain amenity access.
- Troubleshoot and report issues/concerns with security access systems.
- Send out community mailings.
- Create monthly financial packet for managers review.
- Send community e-blasts as provided by managers.
- Assist in the daily operation of the office.
- Troubleshoot and report issues with office equipment.
- Contact vendors as needed or requested.

Qualifications:

- Minimum of 2 years' experience in a customer-service role, preferably in association management, banking, or hospitality. 5+ years preferred.
- Proficient knowledge of Microsoft Office including Word, Excel and Outlook is required.
- High-school diploma or equivalent.

\$38,000 - \$45,000 a year

Apply Online at: <https://indeedhi.re/3O8EkOS>

Source: Indeed

Posted 6/12/2022

Office Secretary (Sandy Springs)



200 Sandy Springs Pl NE, Atlanta, GA 30328

Responsibilities:

- Greet visitors and direct them to the appropriate departments or individuals
- Answer telephones and respond to inquiries via telephone or email
- Book meeting rooms, set up conference calls and take messages and minutes during meetings
- Perform administrative tasks, including filing and photocopying
- Write emails, memos and letters
- Implement and/or develop office procedures and record systems

[No qualifications specified in ad.]

\$35,000 - \$45,000 a year

Apply Online at: <https://indeedhi.re/3aLQqyE>

Source: Indeed

Posted 6/12/2022

Receptionist/Concierge (Roswell)



10885 Alpharetta Hwy, Roswell, GA 30076

Responsibilities:

- Greet each customer and employee.
- Assist the guests by physically directing them to their needed department when possible.
- Actively engage with each guest by making sure they are comfortable and are not in need of any items including transportation, snacks, drinks, storage of personal items and more.
- Manage incoming phone traffic efficiently and relay messages as needed via Trello board.
- Assist the service department as needed to follow up with the customer's vehicle status.
- Ensure that all incoming mail or similar items are properly put in the HQ or designated bin for transfer.
- Manage the cleanliness and level of comfort in the customer lounge.
- Make sure the store is presentable to the public each morning.
- Collect information associated with customer requests and report it effectively when necessary for Warranty Cancellations and other customer related issues.
- Assist the GM or GM Admin as requested for event food or business related goods.
- Maintain the logs for company vehicles and company credit cards
- When there is an event or meeting at your location, assist GM Admin with procurement of the necessary tables, chairs, entertainment , food etc...

Qualifications:

- Customer service: 1 year (Preferred)
- Clean MVR (Preferred)

\$14 - \$17 an hour

Apply Online at: <https://indeedhi.re/391AEKz>

Source: Indeed

HR Generalist (Brookhaven)



1200 Lake Hearn Dr NE Suite 500, Atlanta, GA 30319

Responsibilities:

- Maintain an organized filing system for paper and electronic documents in accordance with company policies.
- Provide communication support - draft emails, reports, memos, offer letters, presentations, and internal and external communications; organize and gather information from various departments/meetings and report that information, along with recommendations.
- Be an ambassador for our ICARE corporate culture model (Inspire, Create Trust, Awareness, Results and Empowerment) and embody these traits in your daily work.
- Planning and coordinating community service events.
- Owning and executing employee recognition programs.
- Processing Payroll on a bi-weekly basis including working with the vendor on any payroll updates.
- Updating HRIS Systems with employee information based on changes in pay, title, department etc.
- Onboard all employees including training employees on using the current HRIS system.
- Advise management and HR regarding federal/state law.
- Responsible for helping to updating of the employee handbook along with the rest of the HR Team.
- Complete and/or process employment verification as required.
- Facilitate the New Hire Orientation for new hires.

Qualifications:

- Bachelor's degree in Human Resources or related field.
- A minimum of 3-4 years of HR Generalist experience.
- Proficient using HRIS Systems – such as ADP Workforce Now and Workday.

Apply Online at: <https://bit.ly/3zuuCSD>

Source: Employer Website

Concierge (Dunwoody)



7400 Peachtree Dunwoody Rd, Atlanta, GA 30328

Responsibilities:

- Greet residents and guests warmly and professionally and offer beverages/refreshments.
- Arrange services for residents (transportation, restaurant, conference or catering reservations, event tickets, etc.).
- Provide directions for residents and guests.
- Responsible for managing front office operations, and overall appearance of lobby, living room, and portico ensuring proper organization and tidiness resulting in positive curb appeal and first impressions.
- Monitor refreshments throughout the day to ensure they are readily available to guests and residents.
- Receive both external and internal calls and properly communicate messages to appropriate associates, residents, or visitors.
- Receive, and promptly respond to, inquiries and requests made by visitors, residents, families and associates.
- Monitor the electronic visitor log system.
- Support the Marketing team as needed, e.g., provide a high-level overview of campus information in response to inquiries; take thorough messages for marketing team using inquiry cards and ensuring prospect messages are received by appropriate staff member(s).
- Assist with general office support and clerical duties including receiving, sorting and distributing mail; ordering, stocking, and distributing office supplies; photocopying, filing.

[No qualifications specified in ad.]

Apply Online at: <https://bit.ly/3aO81WS>

Source: Employer Website

Front Desk Assistant PT (Perimeter)



41 Perimeter Center E Suite 250, Dunwoody, GA 30346

Responsibilities:

- Maintain appropriate, therapeutic boundaries with patients and families at all times.
- Provide a positive environment for supportive, recovery-based treatment.
- Serve as initial point of contact for the company, including incoming phone calls, vendors, patients and visitors
- Cordially and professionally greet all visitors and phone callers
- Ensure patients and visitors who arrive are escorted to correct locations
- Assist in the check in process for medical appointments
- Assist in the creation of badges for staff
- Manage front desk check-in process through LobbyGuard system
- Monitor security cameras and access systems

Qualifications:

- Bachelors Degree preferred
- At least 2 years of experience in a Front Desk, Administrative or equivalent position, required.
- Experience in a healthcare setting preferred. Experience in an inpatient hospital setting strongly preferred.

Apply Online at: <https://bit.ly/3mBEJgX>

Source: Employer Website

Executive Assistant

(Buckhead / Hybrid Remote)



3560 Lenox Rd NE #2900, Atlanta, GA 30326

Responsibilities:

- Support Tax Partners, Directors, and a Regional Tax Practice Leader
- Send tax returns/forms to clients
- Utilize software for retention of client documentation and maintain workflow processes
- Assist with tax processing during peak times or as needed
- Assist with requests for new client set ups and expansion of services for current clients
- Prepare and track of engagement letters
- Run client-specific reports
- Assist team with billing process
- Process invoice requests and back-up materials required to invoice client accounts
- Organize team scheduling meetings and maintain schedule updates in staffing system
- Book travel arrangements as requested
- Compose, prepare and distribute written materials for management using sound judgment including correspondence, memos/letters, agendas, presentations, and minutes
- Maintain team's contacts and mailing lists
- Assist the team with daily workflow
- Provide local office support as needed

Qualifications:

- Minimum 3+ years of high-level executive assistant work experience required
- Proficiency in MS Office - Word, PowerPoint, Outlook and Adobe Acrobat
- Outstanding Proficiency in MS Excel

Apply Online at: <https://bit.ly/3xjFTTi>

Source: Employer Website

Customer Service/Data Entry (Chamblee)

Home Comfort, Inc.

2065 Peachtree Industrial Ct, Chamblee, GA 30341

A local small privately owned company looking for a friendly, organized, and efficient customer service / data entry assistant for our team.

- Take care of all customer service needs (via phone / emails / fax)
- Use company software to log information into customer accounts
- Data entry / Light filing

Qualifications:

- Reliable transportation
- Customer Service / Data Entry or related office experience preferred
- Familiarity with Microsoft Outlook / Excel / Word etc.
- Basic computer skills
- High School diploma or equivalent

\$15 an hour

Apply Online at: <https://indeedhi.re/39qWxrX>

Source: Indeed

Posted 6/12/2022

Food Service, Housekeeping, & Other Now Hiring – Week of 6/12/22

Laundry Attendant (Alpharetta)

\$14 an hour

TownePlace Suites / 7925 Westside Pkwy, Alpharetta, GA 30009

<https://bit.ly/3Q6RAoN>

Dishwasher (Alpharetta)

Up to \$15 an hour

The Cheesecake Factory / 2075 North Point Cir, Alpharetta, Georgia, US, 30022

<https://bit.ly/3xj37IT>

Donor Team PT (Sandy Springs)

\$10.75

Goodwill / 8331 Roswell Rd, Sandy Springs, GA 30350

<https://bit.ly/3mvVCta>

Cashier (Sandy Springs)

\$12 - \$15 an hour

Gus's World Famous Fried Chicken / 6518 Roswell Road, Sandy Springs, GA, US, 30328

<https://bit.ly/392ppqj>

Janitorial (Perimeter)

Chuy's / 118 Perimeter Center W, Atlanta, GA 30346

<https://bit.ly/3aIiSlj>

Amazon Driver (Duluth)

Starting at \$18.25/hr

Amazon / 3235 Satellite Blvd, Duluth, GA 30096

<https://bit.ly/3Q9r668>

PT Reception / Housekeeping (Dunwoody)

Dunwoody Pines Retirement Community / 4355 Georgetown Square, Dunwoody, GA 30338

<https://indeedhi.re/3znceLz>

Food Service, Housekeeping, & Other Now Hiring – Week of 6/12/22

Lead Janitor (Dunwoody)

\$12 - \$15 an hour

LA Fitness / 1155 Mount Vernon Hwy Ste 600, Dunwoody, GA 30338

<https://indeedhi.re/3NAXFrQ>

Stocker PT (Buckhead)

Bloomingdale's / Lenox Mall

<https://indeedhi.re/3tpFn4O>

Dining Room Server (Sandy Springs)

\$17.50 - \$19.50 an hour DOE

Cherokee Town & Country Club / 665 Hightower Trail, Atlanta, GA 30350

<https://bit.ly/3MDxIXx>

Cleaning Crew/Housekeeping (Alpharetta)

Topgolf / 10900 Westside Pkwy, Alpharetta, GA 30009

<https://bit.ly/3NFrfnx>

Dishwasher (Sandy Springs)

\$15 - \$17 an hour

Tupelo Honey / 4600 Roswell Rd Bldg C Ste 110, Sandy Springs, GA 30342

<https://bit.ly/3MCc5qk>

Kitchen Staff (Sandy Springs)

\$15 an hour

Jets Pizza / 6615 Roswell Rd NE, Sandy Springs, GA 30328

<https://bit.ly/3NEgBWQ>

Movers/Helpers (Roswell)

\$13 - \$17 an hour

All My Sons Moving & Storage / 1200 Northmeadow Pkwy Ste. 100, Roswell, GA 30076

<https://bit.ly/3xod1sQ>



career*center*
community*assistance*center

Creating paths to better jobs in Dunwoody and Sandy Springs

FREE WORKSHOPS

in partnership with Goodwill of North Georgia

Create a Winning Résumé

Monday, June 20 • 11:00am – 12:00pm

Make sure your résumé rises to the top of the pile through discussion of types of résumés, résumé sections, and using computer programs to write a great résumé.

Mastering the Interview

Wednesday, July 13 • 11:00am – 12:00pm

Get better at interviews by reviewing common interview questions, how to prepare yourself for an interview, and professional next steps after an interview.

Building your Personal Brand

Wednesday, September 14 • 11:00am – 12:00pm

Uncover what makes you uniquely you by discovering your vision, purpose, values, goals, and extract the core of your personal brand!



Sign up at ourcac.org/careercenter 