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# Office Coordinator (Buckhead)

**BAKER DONELSON**

3414 Peachtree Rd NE Suite 1500, Atlanta, GA 30326

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Responsibilities include answering phones; greeting clients and other visitors; maintaining neatness of the lobby/reception area and conference center; scheduling conference rooms, including verification of technology and catering needs; daily client check deposit and issuing of needed operating account checks; assistance with maintaining client files, including indexing litigation files for hard copy files as well as online; create hyperlinks for case documents; type memoranda, correspondence and other documents as back-up to legal secretaries as needed; save documents into document management system; assist with other clerical duties as assigned; assist with special projects.

**Qualifications:**

- Office administrative experience (law firm experience preferred but not required).
- Must be proficient in Microsoft office, most specifically Word and Excel

Apply Online at: <https://bit.ly/3GH57iF>

Source: Employer Website

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# Staff Support and Resource Coordinator (Alpharetta)



44 Academy St, Alpharetta, GA 30009

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The position will provide support to the school administration, teachers, staff, and outside vendors. The role involves creating a positive first impression for outside visitors, as well as maintaining a healthy relationship with internal staff. This position involves ordering and managing resources, as well as serving as an integral part of the school office team.

**Qualifications:**

- Basic computer skills (Microsoft, Google, Excel, etc.)
- Ability to keep accurate records of financial, vendors and student information

40 hours per week during school year plus 15 hours per week during summer

From \$24,000.00 per year

Apply online at: <https://indeedhi.re/3zcojDg>

Source: Indeed

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Posted 6/5/2022

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# Executive Assistant (Sandy Springs)



1 Glenlake Pkwy NE Suite 300, Sandy Springs, GA 30328

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As our Executive Assistant (EA), you will provide dedicated support to our Chief Operating Officer.

- Manage calendars and emails: Maintain highly active calendars, manage email inboxes, and ensure timely and accurate responses to all inquiries.
- Keep the team focused: Prioritize most important items and resolve all conflicts.
- Prepare correspondences and presentations: Communicate across business in timely and professional manner.
- Arrange travel: Research options and prepare itineraries and agendas for international and domestic travel.

## **Qualifications:**

- 5+ years of experience supporting an executive leader
- Start-up experience a plus and/or experience in lean and growing organizations, where roles evolve
- Global experience a plus
- Bachelor's Degree preferred

Apply online at: <https://bit.ly/3PXICQ>

Source: Employer Website

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# Associate Service Coordinator (Alpharetta)



2655 Northwinds Pkwy, Alpharetta, GA 30009

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## **Responsibilities:**

- Enter data and update database on an ongoing basis.
- Coordinate travel for contractors throughout their assignments
- Ensure all accounting/assignment related documents are sent out and received back in a timely manner, are in order, and are signed by both the contractor and the client, when applicable.
- Submit any reimbursement issues to accounting department for correction.
- Communicate with contractors via phone calls and e-mails regarding relevant concerns and necessary documentation/logistics.
- Rotate the after-hours emergency phone responsibilities with other members of the team.
- Ensures that customer needs are satisfied and that they are informed of their travel arrangements.
- Resolves customer requests, complaints, and problems.

## **Qualifications:**

- Working knowledge of Microsoft Office products (Word, Excel)
- High School graduate, college training preferred
- 6 months to 3 years of customer care/support experience

Apply online at: <https://bit.ly/3m5cvL3>

Source: Employer Website

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# Front Desk Clerk (Perimeter)



## **Doubletree Atlanta Perimeter**

4386 Chamblee Dunwoody Rd, Atlanta, GA 30341

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### **Responsibilities:**

- Assisting guests efficiently, courteously and professionally at all times
- Promptly and effectively deal with guest concerns or issues and see all are met to satisfaction in timely manner
- Post guest charges, collect payments and follow all cash handling procedures as required by Concord
- Handle guest mail and messages with respect to privacy and professionalism
- Be knowledgeable of the hotel brand and various programs (travel programs, special offers)
- Be a great communicator to various departments and management on guest comments and concerns
- Respond quickly to incoming calls, lobby visitors and team members needing front desk assistance

[No qualifications specified in ad.]

Apply online at: <https://bit.ly/3M71Avc>

Source: Employer Website

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# Administrative Assistant PT (Buckhead)



3414 Peachtree Rd NE # 1160, Atlanta, GA 30326

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Altus Group is delighted to announce a new opportunity for an Administrative Position to join our Tax Department in Atlanta. In this role you will work to provide first class administrative support and conduct general office responsibilities such as: answering phones/email, organizing meetings, managing calendars, organizing documentation and expense accounts, filing in office and archived materials, making photocopies, scanning and printing documents. You will also be delegated to assist with other key business areas to help ensure the smooth running of our internal processes within agreed timescales.

## **Qualifications:**

- Previous administrative experience is a benefit, but not a requirement
- A good knowledge of Microsoft Office applications including; PowerPoint, Excel, Outlook and internet applications.

Apply online at: <https://bit.ly/3McvZrQ>

Source: Employer Website

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# Front Desk Receptionist (Alpharetta)



1105 Lakewood Pkwy Suite 210, Alpharetta, GA 30009

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## **Responsibilities:**

- Manage the front desk by greeting all visitors and incoming deliveries
- Answer and direct incoming phone calls
- Communicate with on-site building engineers and security team to ensure a safe and clean environment
- Submit and track facilities request through the property management online work order system
- Track supplies and order replacement supplies as needed
- Send and receive packages and prepare postage for internal departments
- Monitor and log incoming and outgoing mail, manage postage and order replacement postal supplies
- Assist in coordinating company and employee meetings and events
- Provide calendar assistance to employees for conference and huddle room reservations
- Provide general support to Office Manager as needed

## **Qualifications:**

- Minimum High School diploma or GED. Prior office administration experience highly preferred.
- High level of confidence and comfort with the use of technology. Microsoft Office required, specifically Outlook, Word, Excel and PowerPoint.

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

Source: Indeed

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# Office Manager / Receptionist (Sandy Springs)



**Everest Re Group**

6 Concourse Parkway NE Suite 3300 Atlanta, GA 30328

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## **Responsibilities:**

- Manage the front desk; Greet visitors and make them feel welcome.
- Maintain and book conference room meetings.
- Coordinate office meetings and events, arranging food services and materials including printing and binding presentations, shipping required materials.
- Assist in the creation of client presentations including the preparation of PowerPoint slides.
- Serve as the local HR liaison to complete onboarding and offboarding which includes I9 completion, Workstation set-up, Office ID and building pass.
- Manage office inventory of supplies.
- Manage the day-to-day services of the Atlanta Office; distribute any incoming mail.
- Liaise with Corporate Services staff (in NJ) and building management to schedule service, maintenance, and inspection calls.
- Manage the payment of all invoices associated with the office.
- Coordination of corporate travel and preparing of expense reports.

## **Qualifications:**

- A minimum of two (2) years of experience working in an administrative function in a corporate environment
- Computer proficiency in Microsoft Office (Word, Excel, Outlook, and PowerPoint)

\$60,000.00 - \$65,000.00 per year

Apply Online at: <https://indeedhi.re/3t8gdaM>

Source: Indeed

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Posted 6/5/2022



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# Loaner Car Representative (Alpharetta)

**V O L V O**

## **North Point Volvo**

1570 Mansell Rd, Alpharetta, GA 30009

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The rep needs to provide a superior, friendly, and efficient transaction using the company approved sales and service processes. This position facilitates the entire rental process through verification and documentation of all necessary driver information, payment verification or source of internal payment.

- Prepare all rentals and return documents accurately and completely
- Verify that all vehicles are ready for customer pickup. Vehicles must be clean and damage free.
- Verify that each vehicle's gas tank is filled and that all fluids are filled.
- Qualify each customer using our company rental requirement guidelines
- Verify that all internal customers have the proper documentation prior to the release of the vehicle
- Use company approved sales and service techniques when determining customer needs
- Offer optional products to meet customer wants and needs
- Provide customers assistance with directions, maps, local area information, appropriate service information, etc.
- Review rental parameters with all customers to ensure a complete understanding of our rates and service charges
- Prepare the Rental Agreement Folder with all required information

### **Qualifications:**

- High School Diploma or G.E.D. required
- Must have a valid driver's license and an insurable driving record

\$14 - \$16 an hour

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

Source: Employer Website

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Posted 6/5/2022

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# Sales Assistant (Alpharetta)



1130 Sanctuary Pkwy #600, Alpharetta, GA 30009

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The Sales Assistant is responsible for providing administrative support to the Sales team as well as our external customers including brokers, consultants, union trusts, health partnerships and clients.

- Follows-up with Account Manager and Sales Account Executives on status of open issues such as unsigned contracts.
- Provides administrative support, including mail, filing, proofreading and meeting planning and set-up.
- Develops presentations proposals, benefit highlights, contact sheet creation, report generation and other administrative support as directed by sales mgmt.
- Fulfills requests for brochures.
- Responds to telephone and email inquiries from brokers, groups and clients regarding compensation and licensing.
- Participates in sales events; answer questions from potential brokers about Delta Dental products and partnership opportunities.

## Qualifications:

- High school diploma/GED required; some higher education preferred however equivalent experience will be considered.
- 1+ years' customer service and/or sales servicing experience required.
- Ability to type 50 wpm.

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

Source: Employer Website

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# Administrative Coordinator (Alpharetta)



Property Management North Metro  
700 Abbey Ct, Alpharetta, GA 30004

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## **Responsibilities:**

- Answer telephones and greet/assist walk in customers
- Check Mail, Dropbox and distribute to internal staff as needed
- Manage office supplies and order new supplies as needed
- Coordinate and prepare all incoming and outgoing mail
- Communicate with tenants as needed regarding maintenance requests
- Coordinate and schedule repairs with vendors for standard maintenance requests
- Communicate maintenance issues to owners and provide regular status updates
- Scan and attach property management documentation in property management software system
- Update/document notes in property management software system
- Assist with marketing projects (mailings, gifts, flyers, etc.) as needed

## **Qualifications:**

- Strong customer service background

\$15 - \$16 an hour

Apply Online at: <https://indeedhi.re/3x3lcea>

Source: Indeed

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# Resident Services Coordinator (Sandy Springs)



## **Edgewater at Sandy Springs**

7600 Roswell Rd, Sandy Springs, GA 30350

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### **Responsibilities:**

- Office administrative functions
- Coordinating tenet request
- Working with maintenance team to resolve requests
- Input information into computer systems accurately and timely
- Arrange and plan various events and classes
- Assist in planning resident functions

### **Qualifications:**

- High school graduate or equivalent
- 6 months service industry experience
- Basic computer and data-entry skills
- Leasing, sales and closing skills

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

Source: Employer Website

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# Front Desk Receptionist (Brookhaven)



4400 Peachtree Rd NE, Brookhaven, GA 30319

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## **Responsibilities:**

- Promptly greet patients and visitors in the waiting area in a friendly and helpful manner
- Check in patients, verify insurances, update necessary patient information in the system, and collect copays
- Serve as a patient advocate to provide world-class care in coordination with clinical staff and providers
- Promptly answer incoming phone calls
- Maintain a neat and orderly waiting room
- Assist patients with ambulatory difficulties, including obtaining wheelchairs and providing assistance with walking
- Responsible for opening and closing clinic procedures and reporting
- Perform additional clerical duties as necessary

## **Qualifications:**

- High school diploma or equivalent
- Minimum of one (1) year of reception/front desk experience (coordinator, receptionist, clerk, agent, specialist, etc.)
- Customer service experience in a healthcare outpatient setting preferred
- Basic computer skills including familiarity with electronic medical records
- Types 25 words per minute

Up to 12-hour shifts during the week or weekend as needed

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

Source: Employer Website

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# Customer Care Center Retention Specialist (Dunwoody / Hybrid)



**State Farm Operations Center**

3 Ravinia Dr NE, Atlanta, GA 30346

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This is a hybrid position that requires spending time working from home and in the office. After training, associates will work approximately 80% at home and 20% in the office. Schedules require availability on the weekends. The Customer Care Center (CCC) is committed to solving our customers' needs on first contact through simple, high-quality, and personalized experiences.

[No qualifications specified in ad.]

Start Date: August 8, 2022. Mandatory Training is 12 weeks duration.

\$18.75 an hour

Apply Online at: <https://bit.ly/3xh0KHO>

Source: Employer Website

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# Receptionist (Roswell)



1109 Green St, Roswell, GA 30075

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## **Responsibilities:**

- Greet, screen, and direct guests upon arrival at the facility
- Answer, screen and forward incoming phone calls
- Receive inquiries and release information in accordance with established policies and procedures
- Perform clerical receptionist duties such as filing, photocopying, transcribing, and faxing

No experience required. On-the-job training provided.

Apply Online at: <https://bit.ly/3962Hh6>

Source: Employer Website

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# Front Desk Coordinator (Buckhead)



**BOARDROOM**  
SALON FOR MEN

**Boardroom Salon for Men**

3872 Roswell Rd NE Suite D3, Atlanta, GA 30342

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## **Qualifications:**

Salon experience is a plus

Minimum of 2 years of customer service experience

Apply Online at: <https://bit.ly/3x4eULj>

Source: Employer Website



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# Office Assistant (Alpharetta)



3625 Brookside Pkwy Suite 130, Alpharetta, GA 30022

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Your primary job will be to serve as administrative support to the owners of the law firm, Executive Director, and Billing Director.

- Maintain calendars and schedules of Executives
- Work closely with Executives and Executive Assistant to provide support for ongoing tasks and projects
- Order office equipment and supplies as needed
- Inform team members regularly about the status of projects and any setbacks or achievements
- Grow in the position through continued learning and revitalization of skillsets in related duties
- Answer phone calls and emails to act as a liaison between clients and staff members to improve customer retention and referral rates
- Create and implement data entry protocols to streamline processes and increase productivity

## **Qualifications:**

- Prior experience in office management or our industry is a plus
- Associate's degree preferred but not required to apply
- Prior customer service experience is preferred
- Technologically savvy; basic knowledge of Microsoft Office Word and Excel programs and filing systems with the ability to learn new programs quickly and troubleshoot common issues
- High school diploma or GED required, some college experience preferred

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

Source: Employer Website

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# HR Specialist (Roswell)



1000 Holcomb Woods Pkwy #342, Roswell, GA 30076

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## **Responsibilities:**

- Coordinates the recruitment, pre-offer, post-offer, and onboarding processes for new hires.
- Aids in the facilitation of the organization's Relocation Program for both existing, and new employees
- Manages off-boarding/exit process to include system termination and exit interviews
- Assists with employee benefit programs as well as leaves of absence
- Monitors compliance with applicable Federal, State, and local laws as well as company policies, notifies managers of potential issues and proposes corrective action (EEO, FLSA, OSHA, AODA, etc.)
- Assist with HR Lead initiatives, such as compliance training, educational trainings (Lunch & Learns)
- Assist with Talent Management and Succession Planning Initiatives
- Support monthly reporting efforts including census, key HR dashboard metrics and other miscellaneous reporting
- May research, analyze, and integrate data to provide information on human resources programs
- Prepares and preserves personnel records, organizational charts, training records, and other human resources data
- Supports community outreach, employee engagement and retention initiatives

## **Qualifications:**

- Bachelor's Degree preferred
- 2 - 4 years of experience supporting a Human Resources department
- Proficient in Microsoft Office (Excel, Word, Outlook, PowerPoint)
- HRIS experience; UKG Pro preferred
- Ability to travel (5-10% estimated)

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

Source: Indeed

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# Marketing & PR Coordinator (Dunwoody)

**HEYDAY**

## **Heyday Skincare - L5 Skincare**

123 Perimeter Center W. Suite 300. Dunwoody, GA 30346

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L5 Skincare is looking for an Atlanta-based Marketing + PR Coordinator to join our growing team and to support the launch of Heyday ([www.heyday skincare.com](http://www.heyday skincare.com)) in the Atlanta market.

- Support in the development of marketing plans for Heyday's four Atlanta area locations opening in 2022 and 2023
- Partner with the Senior Manager of Marketing + PR to ideate and execute out-of-the-box grassroots community marketing initiatives
- Responsible for two in-shop managerial shifts per week to drive marketing campaigns in shop and for deeper understanding of clients needs
- Ensure shop teams have the collateral needed to execute brand campaigns
- Conduct competitive analysis for the brand
- Support in the management and partnership with our third party agencies including digital marketing and public relations
- Plan and execute community and member events for all shops on a quarterly basis
- Assist in digital strategy development, including creation of ad copy and creative

### **Qualifications:**

- 1-2 years of experience in the marketing, PR or communications field
- Ability to travel to multiple shops located around Atlanta as needed
- Graphic design experience preferred

Tuesday-Saturday schedule

\$55,000 - \$65,000 a year

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

Source: Employer Website

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# Customer Support Associate (Roswell)



215 Hembree Park Dr #115, Roswell, GA 30076

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As a Customer Support Associate with our home furnishings Delivery Center in Atlanta, GA, you are the heart of our welcoming and professional atmosphere. You will work in an office setting to coordinate details associated with customer pick up and deliveries, being mindful of both the customer's needs as well as the efficiencies of the delivery team as you create a seamless experience for each and every customer.

## **Qualifications:**

- Comfortable learning custom programs and tools for routing and navigation, order information, product specifications, etc. to effectively communicate with customers and retails/delivery team members.

Monday-Friday: 8:30am-5pm

\$45,000 - \$47,000 a year

Apply Online at: <https://bit.ly/3xgQZt7>

Source: Employer Website

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# Food Service, Housekeeping, & Other Now Hiring – Week of 6/5/22

## **Package Handler (Roswell)**

**\$15 an hour; Shift: Preload (4:00 AM - 9:00 AM) Twilight (6:00 PM - 11:00 PM)**

UPS / 1300 Old Ellis Road, Roswell 30076

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

## **Job Fair - Kitchen, Housekeeping, Maintenance (Alpharetta)**

**Wednesday, June 15, from 8:00 AM - 5:00 PM**

Atria North Point / 100 Somerby Drive, Alpharetta, GA 30009

<https://bit.ly/3PUnC7v>

## **Cashier (Alpharetta)**

**From \$13 an hour**

Cook Out / 11475 Haynes Bridge Rd Alpharetta, GA - 30009

<https://bit.ly/3PVhJ9R>

## **Service Valet/Lot Attendant (Alpharetta)**

Nalley Volkswagen / 1550 Mansell Rd, Alpharetta, GA 30009

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

## **Traffic Control Flagger (Dunwoody)**

**\$13.50 an hour**

WRIGHT

<https://bit.ly/3ziCW7V>

## **Kitchen Staff (Sandy Springs)**

**\$14 - \$16 an hour**

Chef Rob's Caribbean Café / 5920 Roswell Rd #117, Atlanta, GA 30328

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

## **Cashier (Perimeter)**

**\$12 plus tips**

The Cheesecake Factory / 4400 Ashford-Dunwoody Road , Atlanta, Georgia, 30346

<https://bit.ly/3x5agg2>

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# Food Service, Housekeeping, & Other Now Hiring – Week of 6/5/22

## **Stock Associate PT (Buckhead)**

**\$15 an hour**

UGG / 3393 Peachtree Rd NE Spc 3061, Atlanta, GA 30326

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

## **Golf Course Maintenance Worker (Roswell)**

**\$13 - \$16 an hour**

Country Club of Roswell / 2500 Club Springs Dr, Roswell, GA 30076

<https://bit.ly/3xh0cC2>

## **Dishwasher (Alpharetta)**

**From \$13 an hour**

Roaring Social / 4800 North Point Pkwy SUITE 250, Alpharetta, GA 30022

<https://indeedhi.re/3mdu7ok>

## **Veggie Prep (Alpharetta)**

**\$14 - \$17 an hour**

Surcheros Fresh Mex / 91 S Main St, Alpharetta, GA 30009

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

## **Sanitation Specialist (Roswell)**

Krispy Kreme / 10781 Alpharetta Hwy, Roswell, GA 30076

<https://bit.ly/3aq696I>

## **Banquet Setup (Perimeter)**

Westin Atlanta Perimeter / 7 Concourse Pkwy, Atlanta, GA 30328

<https://bit.ly/3Mds9P6>

## **Cashier (Perimeter)**

la Madeleine / 1165 Perimeter Center W Ste 330 Atlanta, GA - 30338

<https://bit.ly/3GH1k4V>

## **Housekeeping (Sandy Springs)**

InTown Suites / 355 Hammond Dr, Sandy Springs, GA 30328

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