
Customer Service Representative PT (Roswell)



4630 Woodstock Rd., Roswell, GA 30075

Responsibilities:

- Answer incoming phone calls
- Respond to emails
- Schedule appointments
- Other duties to be determined based on skill level

Qualifications:

- Good computer skills and experience with Microsoft Office
- Customer Service: 1 year (Preferred)

\$13 - \$17 an hour

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

Source: Indeed

Posted 7/3/2022

Receptionist (Buckhead)



3379 Peachtree Rd NE, # 255 Atlanta, GA 30326

Seeking a motivated, and growth-oriented Receptionist who is also either crossed-trained or willing to be crossed-trained as an Administrative assistant.

Qualifications:

- Proficient in Microsoft Office applications
- High School Diploma or G.E.D
- Customer service: 1 year (Preferred)

M-F 9am-5pm

\$14.50 - \$15.75 an hour

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

Source: Indeed

Posted 7/3/2022

Administrative Assistant (Sandy Springs)



Atlanta Jewish Academy

5200 Northland Dr, Atlanta, GA 30342

Atlanta Jewish Academy, a private Early Childhood - 12th Grade school in Sandy Springs is currently seeking an experienced and energetic Administrative Assistant.

- Assist with School Events / Provide Oversight for Event and Coordination
- Coordination of Bus Transportation
- Oversee carpool and daily campus and off campus parking, including High School parking
- Communicate Events to security / provide information for reserved spots for each event
- Oversight of Registered Medical Assistant (Nurse), including vaccinations, allergies, COVID updates, medical records, etc.
- Perform diverse office-related managerial responsibilities
- Compile information and prepare and maintain a variety of records and reports related to assigned activities
- Compose, modify and proofread correspondence, prepare routine correspondence, including emails
- Attend and participate in assigned meetings and prepare minutes from notes as required
- Oversee the work of the front office personnel
- Assist in organizing and expediting the workflow
- Secure substitutes in order to assure adequate coverage for school

Qualifications:

- Customer service: 1 year (Preferred)

Full-time; primarily day time hours, with some evening/weekend hours as needed for events

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

Source: Indeed

Business Office Associate (Roswell)



11450 Alpharetta Hwy, Roswell, Georgia, 30076

Responsibilities:

- Complete administrative tasks to support all store departments
- Provide customer service by greeting customers and guiding them through paperwork
- Communicate effectively with customers and business partners
- Maintain coverage at information desk and answer multi-line phone system

Qualifications:

- Customer service experience
- Basic computer skills, including word processing and spreadsheets

Apply Online at: <https://bit.ly/3bF717K>

Source: Employer Website

Front Desk Receptionist (Alpharetta)



11539 Park Woods Cir STE 603, Alpharetta, GA 30005

Our Receptionist's duties include offering administrative support across the organization. You will welcome guests and greet people who visit the business. You will coordinate front-desk activities, including distributing correspondence and redirecting phone calls.

- Greet and welcome guests as soon as they arrive at the office
- Direct visitors to the appropriate person and office
- Answer, screen and forward incoming phone calls
- Ensure reception area is tidy and presentable, with all necessary stationery and material (e.g. pens, forms and brochures)
- Provide basic and accurate information in-person and via phone/email
- Receive, sort and distribute daily mail/deliveries
- Maintain office security by following safety procedures and controlling access via the reception desk (monitor logbook, issue visitor badges)
- Order front office supplies and keep inventory of stock
- Update calendars and schedule meetings
- Arrange travel and accommodations, and prepare vouchers
- Keep updated records of office expenses and costs

Qualifications:

- Proven work experience as a Receptionist, Front Office Representative or similar role
- Proficiency in Microsoft Office Suite
- High school degree; additional certification in Office Management is a plus

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

Source: Indeed

Event Sales Admin (Alpharetta)



4800 North Point Pkwy SUITE 250, Alpharetta, GA 30022

The Event Sales Admin supports the event sales team in executing the important behind-the-scenes administrative functions that keep the venue functioning at a high level.

- Support the sales team in a variety of ways including management of inbound calls and emails, assigning leads into rotation, keeping the office organized and clean as well as other miscellaneous tasks that may be necessary to support the event sales processes
- Qualify and distribute all leads
- Make event packets for all events to be executed
- Complete event checkouts and reconcile payments
- File all paperwork in designated locations as to ensure paperwork can be found when needed
- Identify any discrepancies between events schedule and event packets and relay to owning Event Sales Manager
- Print BEO's for the kitchen team for the following week's events and for the sales team for the BEO meetings

[No qualifications specified in ad.]

From \$18 an hour

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

Source: Indeed

Posted 7/3/2022

Human Resources Coordinator (Sandy Springs)



270 Carpenter Dr NE #700, Atlanta, GA 30328

The Human Resource Coordinator carries out responsibilities in some or all of the following functional areas: departmental development, employee relations, training and development, HRIS, benefits, wellness, recruiting and staffing, organizational development, executive administration and employment.

- Support HR Manager in educating employees on and enforcing company policies
- Assist in the full hiring process of employees: includes recruitment, interviews, verifying work-history and references
- Help with new-hire procedures: including organizing employee orientation, creating new employee files, administering employee handbooks and ensuring all necessary paperwork is properly filled out and submitted to appropriate persons
- Organize, maintain and update employee HRIS information as needed
- Assist with benefits administration to include new hires, change reporting, and answering general questions
- Assists with performance management tasks, including annual salary review, development process and bonus administration
- Assist in the administration of employee off-boarding activities
- Make sure all employee records are filed correctly and kept confidential
- Abide by company enforced HR processes and current employment laws and regulations

Qualifications:

- Proficient in MS Office
- Bachelor's Degree in related field or equivalent work experience
- 1-2 years of Human Resources or related experience a plus

Apply Online at: <https://bit.ly/3Ac3qsc>

Source: Employer Website

Front Desk Receptionist – PT Temp Contract (Dunwoody)



MICHAEL D. BARBER
& ASSOCIATES

1842 Independence Square Suite A & B, Atlanta, GA 30338

Temp receptionist position which may become permanent.

Qualifications:

- 3-5 years minimum experience preferred

From \$24,000 a year

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

Source: Indeed

Posted 7/3/2022

Executive Assistant HR (Roswell)



1400 Holcomb Bridge Rd, Roswell, GA 30076

Responsibilities:

- Manages/coordinates HR Operations leadership team programs and activities, including status and action logs, timelines, and deliverables. Provides support to coordinate and distribute the HR Operations communications as part of our strategy deployment and customer engagement plans (newsletter, innovation sessions, etc).
- Manages the Executive (s) calendar, responding to requests for time and rescheduling when necessary. Makes appointments, domestic and international travel arrangements, assembles packets of information and prepares materials including itineraries.
- Makes preparations for department, staff and other meetings
- Drafts and types non-routine letters, memos, documents
- Receives sorts, distributes, opens and screens incoming email, mail and faxes.
- Maintains accurate records and files for easy retrieval when information is requested or needed.
- Orders department office supplies and equipment. Prepares and submits requisitions per KC policy and procedures.

Qualifications:

- 8 to 10 years or more administrative support in a corporate environment, supporting executive level leaders (i.e. Sr. Dir & VPs)
- 2 years college or equivalent experience

Apply Online at: <https://bit.ly/3I19WnD>

Source: Employer Website

Front Desk Agent (Alpharetta)

AUTOGRAPH
COLLECTION®
HOTELS

The Hotel at Avalon

9000 Avalon Blvd, Alpharetta, GA 30009

Assist guests with arrival and departure from hotel, while providing positive guests experiences.

Qualifications:

- High school diploma or equivalent required, and college degree preferred.
- Hotel experience preferred.

\$15 an hour

Apply Online at: <https://indeedhi.re/3Aky5Uf>

Source: Indeed

Posted 7/3/2022

Receptionist / Administrative Assistant (Roswell)



Phoenix Senior Living

10933 Crabapple Rd, Roswell, GA 30075

The Receptionist/ Administrative Assistant will support the immediate requests/needs of the PSL Home Office team which may result in administrative services, travel planning, running errands, coordinating training space, preparing and distributing agendas for meetings, arranging food and beverage service as needed, mail distribution etc.

- Answering Phones
- Taking Messages
- Greeting Guests
- Data Entry
- Travel Coordination
- Assist with setting up meeting/training areas
- Mail distribution
- Track all Attendance for any training provided at the Home Office
- Setting up lunches for trainings/meetings
- Stocking the kitchen and other areas of need

Qualifications:

- Education: High School Diploma/ GED required
- One (1) year experience in an administrative support role, receptionist and or clerical role
- Knowledge and experience in Assisted Living industry and Dementia care preferred but not required.

Apply Online at: <https://bit.ly/311BBVz>

Source: Employer Website

Health Information Specialist I (Alpharetta)



925 North Point Pkwy, Alpharetta, GA 30005

This is an entry level position responsible for processing all release of information (ROI), specifically medical record requests.

- Receive and process requests for patient health information in accordance with Company and Facility policies and procedures.
- Adhere to the Company's and Customer facilities Code of Conduct and policies.
- Inform manager of work, site difficulties, and/or fluctuating volumes.
- Assist with additional work duties or responsibilities as evident or required.
- Consistent application of medical privacy regulations to guard against unauthorized disclosure.
- Responsible for managing patient health records.
- Responsible for safeguarding patient records and ensuring compliance with HIPAA standards.
- Prepares new patient charts, gathering documents and information from paper sources and/or electronic health record.
- Creates digital images of paperwork to be stored in the electronic medical record.
- Responds to requests for patient records, both within the facility and by external sources, retrieving them and transmitting them appropriately.

Qualifications:

- High School Diploma or GED.
- Ability to commute between locations as needed.
- Basic computer proficiency.
- Strong data entry skills.
- Experience in a healthcare environment preferred

Apply Online at: <https://bit.ly/3Nwk2hu>

Source: Employer Website

Volunteer Coordinator (Sandy Springs)



1303 Hightower Trail #100, Atlanta, GA 30350

The Volunteer Coordinator is a member of the interdisciplinary team who is responsible for representing the volunteers and advocating for volunteer services, identifying needs for volunteers, recruiting volunteers, and assigning volunteers with patients/families.

Qualifications:

- Bachelor's Degree preferred or four years related experience
- Healthcare/hospice or volunteer administration experience preferred
- Previous volunteer experience preferred
- Current automobile insurance and valid driver's license

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

Source: Employer Website

Sales Executive Administrative Assistant (Buckhead / Remote)

Daugherty BUSINESS SOLUTIONS

3438 Peachtree Rd NE #950, Atlanta, GA 30326

This role is largely remote, as our entire team is working primarily remotely. However, the Administrative Assistant will be expected to support activities within our Atlanta office periodically.

- Preparing and editing correspondence, communications, presentations and other information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics.
- Conserving sales team's time by reading, researching and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating telecommunications.
- Maintaining sales team's appointment schedule by planning and scheduling meetings, conferences, teleconferences and travel.
- Monitoring, screening, responding to and distributing incoming communications.
- Arranging and coordinating meetings and events.
- Updating Salesforce content in support of sales team activity.
- Maintaining key event calendar for sales team and client team leaders.
- Handling various requests for assistance from sales team and client team leaders.
- Interacting with external clients at senior executive levels.
- Welcoming guests and customers by greeting them in person or on the telephone; answering or directing inquiries.

Qualifications:

- Proven reporting experience.
- Experience working with Microsoft Office Suite.
- Proven experience coordinating travel and the logistics.
- Experience using Salesforce.

Apply Online at: <https://bit.ly/311eBpD>

Source: Employer Website

Recruiting Coordinator (Alpharetta)



2900 Westside Pkwy, Alpharetta, GA 30004

You will be responsible for coordination and administration of routine Talent Acquisition activities, including timely and accurate interview coordination for candidates, and pre-employment processing for new hires in multiple business units and locations (Alpharetta, Marietta, Berkeley Heights).

- Scheduling complex interviews, liaising and negotiating with candidates, hiring managers, interviewers and executive assistants to secure interview days, times and logistics
- Manage and find solutions for unexpected, last minute schedule changes
- Facilitate candidate onsite experience and maintaining a positive “candidate experience”
- Prepare offer letters, relocation forms, referral bonus requests, and other recruiting correspondence
- Initiate and manage background checks
- Work in Recruiting systems and tools, tracking recruiting activities and providing status updates and reporting. Will utilize Workday system.

Qualifications:

- High School Diploma or GED required
- 1+ years’ experience in a role in Human Resources or Talent Acquisition, project program coordination, or a role involving scheduling

Apply Online at: <https://fisv.co/3y6siz6>

Source: Employer Website

Executive Administrative Assistant (Alpharetta)

SIEMENS

We are seeking an Executive Administrative Assistant to support our Head of IT Americas.

- Act as liaison with senior executives, partners, and team members in a professional and effective manner
- Organize complex calendars and schedules, resolving any scheduling issues
- Monitor and manage meetings requests and/or initiate meetings and reviews, reserve conference rooms and equipment, and coordinate catering service
- Initiate and formulate travel arrangements according to calendar, anticipate, and prepare detailed itineraries
- Manage and submit expense reports; Requires regular use of Concur, ordering and payment system
- Supports administration of onboarding and offboarding for employees and partners
- Coordinate meetings and logistics for customer events, employee engagement events, and internal conferences
- Work with various international executives and teams to set agendas, and coordinate logistics as appropriate

Qualifications:

- 5-10+ years of experience in an Executive Assistant or related administrative role
- Strong PowerPoint, Excel, Word, SharePoint and PC software skills are essential, as is proficiency with collaboration tools such as MS Teams.
- BS/BA degree (or equivalent) is preferred

Apply Online at: <https://sie.ag/3I6b5Ku>

Source: Employer Website

Member Experience Coordinator (Johns Creek)



THE COUNTRY CLUB
OF THE SOUTH

4100 Old Alabama Rd, Johns Creek, GA 30022

Responsibilities:

- Communications - Communicate ClubLife through all channels, and take care of members needs as it relates to reservations, inquiries, preferences, etc.
- Programming - Speak to members on various topics and promote Member events, gatherings, facilities, services, and experiences
- Member Engagement - Relationship and report building with members and guests. Responsible for key ClubLife project work, i.e., execution of Birthday campaigns, reservations follow-up, invitation to signature events etc.
- New Member Onboarding - Key focus on name recognition and connection with Welcoming New Members to the Club

Qualifications:

- Minimum of one year experience in hospitality business or a similar role
- Advanced working with Microsoft Office Suite, including Word, Outlook, and Excel

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

Source: Employer Website

Customer Service Representative (Chamblee)



DeKalb-Peachtree Airport 3150 Corsair Dr, Atlanta, GA 30341

Responsibilities:

- Clearly communicate via telephone, fax, radio communicators, and in various forms of writing such as data entry, email and hand-written documents
- Operate a multi-line telephone and use the company-approved greeting
- Drive cars, vans or other shuttles
- Ability to detect phishing attempts and avoid attempts by others to infiltrate the Company computer network through practicing safe computer use and complying with company IT policies
- Independently and proactively (i) anticipate customer needs/requests, (ii) perform open job tasks, and (iii) immediately speak up and/or point out observed safety concerns to all stakeholders

Qualifications:

- Proficiency in computer operations (internet, email, Word) and typing, with an ability to learn new software

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

Source: Employer Website

Front Desk Receptionist (Dunwoody)

SHINE HAIR PARLOR

5519 Chamblee Dunwoody Rd, Dunwoody, GA 30338

We are seeking salon receptionist with some salon assistant's duties. This person should be friendly, able to answer phones, reply to emails and book appointments. This position also includes some salon duties; laundry, assisting colorist, and tiding up salon.

[No qualifications specified in ad.]

From \$15 an hour

Apply Online at: <https://indeedhi.re/3ODFD8R>

Source: Indeed

Posted 7/3/2022

Food Service, Housekeeping, & Other Now Hiring – Week of 7/3/22

Warehouse Associate (Roswell)

\$14 an hour

Thrive Farmers International, Inc / 215 Hembree Park Dr # 100, Roswell, GA 30076

<https://indeedhi.re/3y3N02r>

Refuse Collector (Roswell)

\$15.00 - \$16.56 an hour

City of Roswell

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

Donor Attendant (Perimeter)

\$10.75 per hour

Goodwill / 1165 Perimeter Center West, Atlanta, GA 30338

<https://bit.ly/3y6fIQa>

Food Service Workers and Runners (Perimeter)

\$15 - \$18 an hour

Alon's Bakery & Market / 4505 Ashford Dunwoody Rd, Atlanta, GA 30346

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

Automotive Service Porter (Alpharetta)

\$12 - \$16 an hour

Malcolm Cunningham Chevrolet / 2175 Mansell Rd, Alpharetta, GA 30009

<https://indeedhi.re/3AdxyU0>

Doorperson / Valet Attendant PT (Buckhead)

Waldorf Astoria / 3376 Peachtree Rd NE, Atlanta, GA 30326

<https://bit.ly/3Oy1yye>

Crew Member (Sandy Springs)

\$13 - \$15 an hour

Cubanos ATL / 6450 Roswell Rd C, Sandy Springs, GA 30328

<https://bit.ly/3OOW5Tp>

Food Service, Housekeeping, & Other Now Hiring – Week of 7/3/22

Housekeeping Room Attendant (Perimeter)

\$14 an hour

Atlanta Marriott / 246 Perimeter Center Parkway NE, Atlanta, GA 30346

<https://bit.ly/3bCPEo5>

Dishwasher (Buckhead)

\$13 an hour

Belmont Village Senior Living / 5455 Glenridge Dr, Atlanta, GA 30342

<https://bit.ly/3I2pPKk>

Cleaning Crew (Roswell)

Sky Zone Roswell / 1425 Market Blvd Ste 100-A, Roswell, GA 30076

<https://bit.ly/3OQT8lf>

Housekeeper (Sandy Springs)

Somerby Sandy Springs / 25 Glenlake Pkwy NE, Sandy Springs, GA 30328

<https://bit.ly/3y1yKqY>

Package Handler (Roswell)

\$15 an hour; No Interview Required

UPS / 1300 Old Ellis Road, Roswell 30076

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

Receiving Associate (Alpharetta)

\$15 an hour

Macy's / North Point Mall

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

Custodian II (Dunwoody)

\$25,649 a year

Georgia State University / 2101 Womack Rd, Dunwoody, GA 30338

<https://bit.ly/3R9arjt>