
Receptionist / Administrative Assistant (Sandy Springs)



5491 Roswell Rd NE, 2nd Fl, Atlanta, GA 30342

Boutique residential real estate firm seeks a Receptionist/ Administrative Assistant for our Sandy Springs office.

- Staff the reception area from 9am-5pm every weekday
- Greet all visitors and clients upon arrival to the office, following up as needed to ensure all of our guests are cared for and attended to while on site
- Answer and direct all incoming calls to the office, proactively assisting our clients with what they need where possible
- Process client requests for information, following up with appropriate staff member(s)
- Setup files & order title
- Request and obtain required buyer and seller information
- Record all necessary closing documents and process disbursements in a timely manner
- Issue and mail out original owner's policies with original and recorded warranty deed
- Mail out original and recorded security deed to lender
- Communicate accurately and punctually with all parties (e.g. buyers, sellers, lenders, real estate agents, builders and investors)
- Provide follow up assistance as requested by clients

Qualifications:

- High school or equivalent (Preferred)
- Legal Service: 1 year (Preferred)
- Real Estate: 1 year (Preferred)

\$28,000 - \$35,000 a year

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

Source: Indeed

Posted 7/31/2022

Receptionist and Administrative Support (Sandy Springs)



8607 Roberts Dr #150, Sandy Springs, GA 30350

The position is responsible for answering all incoming telephone calls, greeting and directing visitors, and daily mail distribution. In addition, this position will provide high-level administrative support to the senior executives at Hemophilia of Georgia.

Qualifications:

- High school diploma
- At least three years of office experience.
- Proficient in Microsoft Office Suite applications

Apply Online at: <https://bit.ly/3cNX20s>

Source: Employer Website

Administrative Assistant (Buckhead)



LEGOLAND Discovery Center Atlanta

3500 Peachtree Rd NE G-1, Atlanta, Georgia, 30326

Responsibilities:

- Support the attraction management team in various administrative and office support activities.
- Create, implement and maintain support functions for back of house.
- Work with site & HR contacts to support Recruitment through activities including job fairs, phone screenings, interview scheduling, and candidate management via Indeed and internal Merlin job sites.
- Work with site & HR contacts to support delivery of onboarding through activities including but not limited to induction, orientation scheduling, I-9 set up, uniform and resource distribution.
- Assist attraction management team in driving team Reward & Recognition initiatives, including coordinating and championing events, social and staff welfare committees.
- Perform clerical tasks, such as filing and arranging documents, employee files, invoices and other indexed documents according to an established system, including scanning and mailing items to Central Support teams (i.e. Finance, HR).
- Create, receipt, and maintain blanket PO's for general Office vendors, including Amazon, Staples, Xerox, etc.

Qualifications:

- High School Diploma or GED required
- Minimum of 1 year of relevant experience
- Strong computer skills

Apply Online at: <https://bit.ly/3bdg1Bl>

Source: Employer Website

Front Office Coordinator / Administrative Assistant (Dunwoody)



1040 Crown Pointe Pkwy Suite 190, Atlanta, GA 30338

Responsibilities:

- Greet and assist employees and walk-ins with their inquiries, as well as by phone and email
- Manage access to the lobby and sign-in visitors.
- Answer multiple phone lines, screen, and direct calls.
- Maintain complete and accurate personnel files in compliance with applicable state and federal regulations.
- Maintain a supply of current forms and documents related to HR, payroll, and benefits (e.g., employee handbook, benefits overview, I-9, W-4, etc.).
- Distribute correspondence and receive packages.
- Assisting tracking issuance to existing personnel, and collection of uniforms.
- Coordinate and attend offsite recruiting through career and job fairs, information sessions, and other community events. Some weekend work may be required.
- Process and assist with paperwork for personnel working remotely.

Qualifications:

- High school or equivalent (Preferred)
- Customer Service: 5 years (Preferred)
- Receptionist: 3 years (Preferred)

\$17 an hour

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

Source: Indeed

Office Assistant PT (Alpharetta)



11775 Northfall Lane, Suite 203, Alpharetta, GA 30009

Looking for office assistant to help with daily duties and assisting director. Job duties include - Phone Calls, Scheduling, Using scheduling software, Filing, Other office tasks, Working alongside owner as admin assistant.

Qualifications:

- Word, Excel spreadsheets (basic knowledge), Using mac computers, Photoshop experience is a plus - not required
- Knowledge of music and/or playing instruments is a huge plus

Mon 2-9pm, Fri 2-9pm, Sat 10-3pm

\$15 - \$17 an hour; Commission on sales available

Apply Online at: <https://indeedhi.re/3PXx9tI>

Source: Indeed

Posted 7/31/2022

Receptionist / Office Assistant

(Sandy Springs)



1280 Hightower Trail, Atlanta, GA 30350

Responsibilities:

- Greet customers with a smile and maintain a tidy work area
- Ensure a smooth and seamless employee and guest experience by communicating warmly, clearly and effectively to meet the request at hand
- Answer phone calls promptly and professionally, including external and internal calls
- Transfer calls as required, familiar with the roster of approximately 190 employees and their positions
- Coordinate conference room scheduling and set-up as well as vendor lunch and learns
- Perform general office duties, as required, including sorting and delivering mail, perform outgoing shipping, and errands
- Assist with onboarding and training of new employees, processing paperwork and getting compute, phone and desk setup.
- Assist internal clients/ teams with logistics, needs, events and outings

Qualifications:

- College degree and/or related experience and training preferred
- Minimum 2 years of office administration or reception experience (or an equivalent combination of education and experience)
- Strong proficiency in MS Office Suite

\$15 - \$20 an hour

Apply Online at: <https://bit.ly/3OJk71K>

Source: Employer Website

Receptionist (Roswell)



PORSCHE

Hennessy Porsche

990 Mansell Rd, Roswell, GA 30076

Responsibilities:

- Answer incoming calls in a courteous and professional manner.
- Direct calls to the appropriate department or person.
- Take accurate messages when the appropriate employee is unavailable.
- Greet customers as they enter the dealership showroom and direct them to the appropriate department or person.
- Provide administrative support to the sales and service teams as needed.

Qualifications:

- Previous customer service or administrative experience in a high volume environment.

Apply Online at: <https://bit.ly/3J81tQ1>

Source: Employer Website

Maintenance Coordinator (Roswell)



Roswell Creek Apartments

1000 Holcomb Bridge Rd, Roswell, GA 30076

Reporting directly to the General Manager and working closely with a skilled team of Mack associates, the Maintenance Coordinator assists the Maintenance Supervisor in ensuring that the physical aspects of the Community meet the Company's established standards for safety, appearance, and operation within the budgeted financial goals.

- Coordinates contract maintenance vendors, including cleaning services, electricians, plumbers, and HVAC providers.
- Manages the workflow of resident and/or retail tenant service requests and communicates with residents/retail tenants to ensure satisfaction of completed work.
- Handles purchasing of cleaning supplies, equipment, and other maintenance items
- Supports the Maintenance Manager with administrative tasks including initiating purchase orders, invoice accrual and allocations, and vendor follow-up to ensure final invoices are submitted timely for payment.
- Provides inventory control to ensure all services requests can be completed timely and efficiently.
- Assist with the move-out process, including calculation and documentation of billable charges (written and photographic), completing move-out forms, and notifying residents of charges at move-out.
- Uses company timekeeping software to document time and attendance, approving timecard for each pay cycle.

Qualifications:

- High School Diploma or GED
- 1 - 3 years of administrative support experience.
- Property management or similar experience preferred.
- Experience using RealPage software is a plus.

Apply Online at: <https://bit.ly/3zeqt3E>

Source: Employer Website

Buyer (Sandy Springs)

RAG-O-RAMA

6500 Roswell Rd NE, Atlanta, GA 30328

Rag-O-Rama is a clothing resale store in Sandy Springs that specializes in gently used clothing and accessories.

- Maintains strong awareness of current fashion trends; buys appropriately in terms of both price and style according to store inventory levels; displays excellent customer service at buy counter and all other areas of the store.-
- Knowledgeable on backstock of current and future needs.
- Participates in box up and unboxing of merchandise.
- Ensures displays are creative, clean, properly organized and effective; maintains knowledge of product placement in store; ensures the entire store is clean and organized.
- Maintains full, but shop-able racks throughout the store.
- Assists in the preparation and execution of physical inventory as required.
- Assists in training and/or up training new buyers.
- Maintains a safe, enjoyable and comfortable store environment for employees and customers.

[No qualifications specified in ad.]

\$14 - \$15 an hour

Apply Online at: <https://indeedhi.re/3cR0JCS>

Source: Indeed

Posted 7/31/2022

Human Resource People Generalist (Buckhead)



3550 Lenox Rd NE Suite 2300, Atlanta, GA 30326

Works to respond to human resource (HR) issues and inquiries on matters such as employment law and compliance, providing conflict resolution services and communicating HR programs and policies.

- Oversees transactions related to onboarding of new employees, status changes for existing employees and terminations of employees.
- Provides advice and guidance on the interpretation of HR policies and procedures as they relate to individuals and the company objectives.
- Prepares reports and conducts basic analysis for review by HR management.
- Interviews employees to gather information relating to general factors that affect worker morale, motivation and efficiency.
- Responds to unemployment claim inquiries and background check adjudication requests.
- Communicates company and government rules, regulations and procedures and the need for compliance to management and employees.
- Advises management on federal and state employment law compliance.

Qualifications:

- Bachelor's degree (BA/BS) from 4-year college or university and a minimum of 3 to 5 years of related experience.
- Professional in Human Resources (PHR) designation preferred.

\$68,600 a year

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

Source: Employer Website

Closing Coordinator (Sandy Springs)



8237 Dunwoody Pl bldg 18, Atlanta, GA 30350

This is an opportunity to obtain an entry-level role.

- Manage communication to and from clients in the reduction stage of their case.
- Balance client settlements with bills owed according to preset numbers.
- Manage requests for discounts and reductions on bills owed.
- Management final balance statement for cases in the closing stage.

Qualifications:

- At least one year of administrative, bookkeeping, or basic accounting experience
- Experience in the legal industry is preferred but not at all a deal-breaker
- Computer literacy, strong typing, and data management skills are ideal but we offer specific on-the-job training in all these areas within reason
- It is also ideal for you to be experienced in using Microsoft Excel but not a deal-breaker.
- Essentials training will be provided to the chosen candidate.

\$12 - \$16 an hour DOE

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

Source: Indeed

Posted 7/31/2022

Customer Service Representative – Messaging (Virtual)



The position is directly responsible for creating an effortless customer experience by answering questions about products, orders, and services available through the homedepot.com e-commerce platform. The representative will interact with multiple customers through a chat or messaging platform on a daily basis and perform sales and product/order inquiry transactions. Representatives are expected to find ways to satisfy customer needs and to simplify the customer experience.

- Answers inbound chat and/or messaging requests from customers, quickly assesses customer needs and proactively provides solutions with a high degree of accuracy.
- Provides superior customer service during transactions regarding product inquiry, order placement, and order follow-up. Documents details of customer interaction.
- Keeps customers informed on the status of their order, reconciles errors in a cost effective manner, resolves post-order issues such as returns and follows up to ensure all customer needs are fulfilled.

Qualifications:

- High school diploma and/or GED
 - Ability to type 50 WPM without looking at the keyboard.
 - College Degree preferred
- 3 or more years of customer service or retail sales experience is preferred.

\$17.00/hr

Apply Online at: <https://thd.co/3cNOeYP>

Source: Employer Website

Administrative Assistant - Legal and Capital Planning (Alpharetta)



12735 Morris Rd Ext #400, Alpharetta, GA 30004

Atrium Hospitality is a leading hotel and asset management company.

- Type, redline, proofread, copy, and scan documents;
- Secure and notarize signatures for documents;
- Provide general administrative and organizational support for the department
- File and retrieve documents using the document management system;
- Coordinate and support meetings;
- Assist with the creation of presentations;
- Create and maintain project tracking charts;
- Maintain and process property reminders for legal contracts;
- Assist with travel arrangements and processing of expense reports;
- Assist in preparing, reviewing, tracking, and executing Capital Planning contracts;
- Track and reconcile payments received on property loss claims;

Qualifications:

- Minimum one (1) year of experience in customer service, retail, or clerical experience. Typing speed of 40 wpm (tested)
 - Solid knowledge of Microsoft Office - Word, Outlook, PowerPoint, and Excel
- Preferred:**
- Hospitality industry experience
 - Bachelor's degree in Business Administration, Marketing, Hotel and Restaurant Management, or related major

\$19 - \$24 an hour

Apply Online at: <https://indeedhi.re/3Bx32VI>

Source: Indeed

Customer Service Associate PT (Dunwoody)



5342 Tilly Mill Rd, Atlanta, GA 30338

Responsibilities:

- Provide exceptional first-line customer service to all customers
- Reliable, courteous, and punctual
- Smile and Greet all customers as they arrive and depart
- Assist with inquiries by telephone and in person
- Answer telephone in a proper manner and operate switchboard effectively
- Communicate all information regarding membership levels and privileges to guests accordingly
- Check in all members and guests using agency procedure
- Accept, process and discharge packages and documents following proper procedure
- Address and respond to customer and staff questions, requests, concerns and issues in a timely and efficient manner
- Cover box office and ticket sales using 3rd party system
- Follow up with customers via hand written thank you notes, emails, and in-person communication.

Qualifications:

- Excellent computer and typing skills
- Proficiency in Microsoft Suite (Word, Excel and Outlook)
- Experience using Salesforce (CRM system)

10 - 25 hours/week - will include nights and weekends

Apply Online at: <https://bit.ly/3oV2Wjz>

Source: Employer Website

Administrative Assistant PT (Dunwoody)



Responsibilities:

- Schedule and organize activities such as meetings, travel, conferences and department activities for all members of the department.
- Create and develop visual presentations for Manager and team members.
- Establish, develop, maintain and update filing systems for the Manager and the department.
- Retrieve information from files when needed.
- Establishes, develops, maintains, and updates a filing system of department material and/or correspondence
- Work independently and within a team on special nonrecurring and ongoing projects.
- Assist manager with special projects, which may include planning and coordinating multiple presentations, disseminating information, coordinating direct mailings, and creating brochures.
- Type and design general correspondence, memos, charts, tables, graphs, business plans, etc.
- Proofread copy for spelling, grammar, and layout, making appropriate changes prior to distribution.

Qualifications:

- High school diploma required with technical college degree preferred
- Three (3) to five (5) years' experience in general clerical/administrative duties
- Computer literate with knowledge of Microsoft Office Suite, including ability to type 40-50 words per minute with knowledge of 10-key.
- Ability to travel by car or plane to Company locations, customer meetings or other locations as needed.
- Healthcare, government and/or nonprofit experience preferred

Apply Online at: <https://indeedhi.re/3baSgd4>

Source: Indeed

Customer Experience Representative

(Alpharetta)



925 North Point Pkwy, Alpharetta, GA 30005

Responsibilities:

- Interacts with customers via telephone, email, and online chat providing customer service to Record Hub customers by answering complex product related questions, resolving issues, and educating customers.
- Investigate and solve product and service complaints; when the issue is beyond the representative's knowledge, forwards to the assigned specialist or other appropriate staff.
- Ensures that appropriate actions are taken to resolve customers problems and concerns.
- Maintains customer accounts and records of customer interactions with details of inquiries, complaints, or comments.
- Making outbound telephone and email contacts to customers to provide education and facilitate issue resolution.

Qualifications:

- High school diploma, general education degree, or equivalent.
- 3 or more years of Customer service experience required
- Experience using Call Center Phone systems like Ring Central
- 1 or more year of experience in a call center environment.
- Fully vaccinated against COVID-19

For remote work, this position requires that you provide a high-speed internet connection, subject to applicable expense reimbursement requirements (if any), and a work environment free from distractions.

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

Source: Employer Website

Front Office Receptionist (Sandy Springs)



300 Johnson Ferry Rd, Atlanta, GA 30328

Responsibilities:

- Welcoming & greeting residents, guests, visitors and vendors in a professional and pleasant manner. Ensure that people are given access to the building in a timely manner and not waiting outside.
- Direct visitors, guests and vendors by giving instructions.
- Maintain resident, employee and department directories.
- Receive incoming calls
- Receive calls regarding work orders and cleaning requests. Log these requests through the TELS work order system following the procedures and guidelines provided.
- Serve as community ambassador to visitors; answer general questions from potential residents and inquiring families and provide informational brochures and packets.
- Maintain security by following procedures, reviewing cameras and log book.
- Update calendars and schedules.

Qualifications:

- Having used and worked with Microsoft Office, particularly Word & Excel programs.
- Having worked with security systems and fire panels.
- Having worked in a position of welcoming people, providing directions and communicating with guests.
- Some college or higher education preferred, but not required.
- 1+ years of secretarial, previous receptionist work, greeter/host or other work dealing having to do with guest interaction and clerical work.

Must be able to work a flexible schedule and shifts – Sunday-Saturday, weekends & holidays as needed

<https://indeedhi.re/3oDJR50>

Source: Indeed

Receptionist PT



5468 Peachtree Road, Chamblee, GA 30341

The part-time receptionist is responsible for a variety of administrative support tasks, including answering phones, receiving visitors, preparing meeting rooms, monitoring the shared calendar, sorting, and distributing mail, and making travel arrangements.

Qualifications:

- Requires an associate degree with a minimum of one to two years of on-the-job experience in an administrative, clerical, or support role or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities.
- Excellent computer skills and experience with MS Office suite of software.

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

Source: Employer Website

Executive Assistant (Alpharetta)



1 1 Verizon Pl, Alpharetta GA 30004

Responsibilities:

- Supporting several leaders with lots of direct reports.
- Screening and prioritizing communications, both external and internal.
- Preparing agendas, reports, presentations, and other important materials.
- Scheduling and arranging meetings and appointments.

Qualifications:

- Bachelor's degree or one or more years of work experience.

In this hybrid role, you'll have a defined work location that includes work from home and assigned office days set by your manager.

Apply Online at: <https://vz.to/3bjq7R5>

Source: Employer Website

Posted 7/31/2022

PT Administrative Support Team Associate (Buckhead)



Lenox Mall

The AST's primary responsibilities are to organize the Store Management Office, execute operational administrative functions, oversee scheduling maintenance, balance the vault and other cash functions daily, distribute reports from My Macy's Portal to management team, facilitate the screening/hiring process, handle HR functions, and act as the HR liaison for store employees.

- Coordinate distribution of all incoming communications (including faxes, e-mails, memos, letters, newsletters, and phone calls) whether from customers, employees, management, or the general public
- Maintain a professional attitude with sincerity and enthusiasm reflecting Macy's commitment to our customer
- Coordinate all functions of the hiring process including prescreening applicants, correspondence with applicants, and scheduling interviews with store management
- Input employment data in the Job Requisition System and handle all new hire paperwork, orientation, and training sessions
- Balance vault and store checkbook and perform other cash functions on a daily basis
- Act as MST liaison and train colleagues on how to call in repairs
- Complete weekly store newsletter, maintain store bulletin board program, and organize store recognition allies

Qualifications:

- High School Diploma or equivalent required
- 1-2 years related experience

Apply Online at: <https://indeedhi.re/3vmQmx6>

Source: Indeed

Front Desk Agent (Alpharetta)



2950 Mansell Rd, Alpharetta, GA 30022

Guest registration and checkouts, process cash and credit card payments, answering multiple telephone lines, assisting guest.

Qualifications:

- Customer service: 1 year (Preferred)

\$13.00 - \$16.56 an hour

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

Source: Indeed

Posted 7/31/2022

Front Desk Receptionist (Brookhaven)



4004 Summit Boulevard NE, Atlanta, US, GA, 30319

Responsibilities:

- Greets clients, visitors, and guests; determines the purpose of each person's visit and directs or escorts him or her 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.
- Proficient with Microsoft Office Suite or related software.

Apply Online at: <https://bit.ly/3OG4EQd>

Source: Employer Website

Receptionist (Roswell)



11085 Alpharetta Hwy, Roswell, GA 30076

Responsibilities:

- Greet and assist visitors and customers with a smile and friendly, professional demeanor
- Answer calls on a multi-line telephone system in a courteous, professional manner
- Screen and forward incoming calls to the appropriate area.
- Take and relay accurate messages

Qualifications:

- Receptionist experience in an office setting/customer service environment is preferred
- Multi-line phone system experience is preferred

Monday through Friday from 8AM to 5PM

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

Source: Employer Website

Posted 7/31/2022

Food Service, Housekeeping, & Other Now Hiring – Week of 7/31/22

Crew Member (Alpharetta)

\$13 - \$14 an hour

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

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

Dishwasher (Perimeter)

From \$14 an hour

The Capital Grille / 94 Perimeter Center W, Dunwoody, GA 30346

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

Room Attendant (Perimeter)

\$13 - \$14 an hour

Homewood Suites by Hilton Atlanta / 915 Crestline Parkway, Atlanta, GA 30328

<https://bit.ly/3BujB4C>

Laundry Attendant / Housekeeping (Roswell)

From \$12 an hour

La Quinta Inns & Suites / 575 Old Holcomb Bridge Rd, Roswell, GA 30076

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

Server / Prep (Sandy Springs)

Monday-Friday 10:30am-6:30pm

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

<https://bit.ly/3PV6VIN>

Crew Member (Sandy Springs)

\$13 - \$15 an hour

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

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

Restaurant Cleaner (Alpharetta)

Outback Steakhouse / 6400 North Point Pkwy, Alpharetta, GA 30022

<https://bit.ly/3Br2f96>

Food Service, Housekeeping, & Other Now Hiring – Week of 7/31/22

Dishwasher (Roswell)

From \$14 an hour

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

<https://bit.ly/3vom1au>

Housekeeper (Roswell)

From \$15 an hour

Brickmont Assisted Living / 2560 Holcomb Bridge Rd, Roswell, GA 30022

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

Cooks & Porters PT (Roswell)

Open interview event on 8/2/2022 from 4pm to 6pm; \$12-18/HR

Bowlero / 785 Old Roswell Rd, Roswell, GA 30076

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

Dishwasher (Alpharetta)

Up to \$15 an hour

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

<https://bit.ly/3OLYz4w>

Dishwasher (Buckhead)

Up to \$16 an hour

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

<https://indeedhi.re/3Q7YDgk>

Stock Associate PT (Perimeter)

\$11 - \$13 an hour

Office Depot OfficeMax / 1155 Mt.Vernon Hwy At, Perimeter Center W, Atlanta, GA 30338

<https://indeedhi.re/3zLrj9A>

Service Valet (Roswell)

Honda at Carland / 11085 Alpharetta Hwy, Roswell, GA 30076

<https://bit.ly/3oHt4xX>